



Establishment and Change of Organisational Units Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

[Curtin University Academic, Professional and General Staff Enterprise Agreement 2012-2016](#)

[Organisational Structure Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1 These Procedures reflect the University's flexible and transparent approach to **structuring its organisation into a hierarchy appropriate for business management and to facilitate system alignment for management reporting** to deliver outcomes that make a difference. Note it does not reflect People and Culture positional reporting.
- 2.2 An Organisational unit is defined as an approved academic or administrative grouping established for business management and reporting purposes and is assigned a type according to particular functional characteristics (refer to section 3).
- 2.3 Organisational units are structured in a hierarchy according to business management and reporting requirements. The level of an organisational unit is determined by the level of its parent.
- 2.4 Organisational unit names are to be meaningful, unique and describe the nature of the organisational unit. The name need not reflect the organisational unit type and may, with approval, include the nomenclature of another organisational unit type. The use of *Institute* or *Centre* in naming of any an organisational unit must be approved by the Deputy Vice-Chancellor, Research or nominee.
- 2.5 The establishment or change of organisational units must be supported by an appropriate business case and approved by the delegated authority to ensure that informed decisions are made and outcomes are accounted for.
- 2.6 The establishment or change of organisational units may include any or all of the following:
 - a) creating or merging organisational units;
 - b) dissolving organisational units;
 - c) changing the organisational function or purpose;
 - d) changing reporting arrangements;
 - e) changing the name of an organisational unit.
- 2.7 Where the change involves minor modification to the name of an organisation i.e. rearrangement of words or correction of a spelling/format error with no change to the function of the organisational unit, then approvals outlined in this procedure will not be required.
- 2.8 Where an impact is expected from change to an organisational unit that is likely to result in significant effect on staff, the Director, People and Culture or nominee will be consulted on the appropriate approach to change management.
- 2.9 Advice from key University stakeholders including the Office of Strategy and Planning should be sought in advance of seeking approval to establish or change organisational units and associated system data, in accordance with the [Supporting Guidelines for Establishment and Change of Organisational Units](#). This is to ensure that all systems and business managers work together to achieve common goals.
- 2.10 Implementation principles undertaken should be aligned with the University's [Values and Signature Behaviours](#).

3. PROCEDURAL DETAILS

3.1. Organisational units

3.1.1. Organisational units may be one of the following types:

- a) University
- b) Portfolio

- c) Faculty
- d) School
- e) Department
- f) Area
- g) Section
- h) Research Institute
- i) Research Centre
- j) Research Cluster
- k) External Collaborative Research Centre
- l) Group, Sub-Group

Organisational Units are *typically* structured as follows:

Organisational Unit Structure
University
Portfolio
Faculty / Area
School / Section
Department / Group
Research-related organisational unit(s), Group(s), Sub-Group(s)

- 3.1.2. Organisational units are identified by a unique organisational unit number, which once assigned cannot be reused to maintain the integrity of organisational unit data.
- 3.1.3. Where there is a change made to an organisational unit in accordance with 2.6 (a) or (c), a new organisational unit number must be assigned in accordance with the [Supporting Guidelines for Establishment and Change of Organisational Units](#).

3.2. University

- 3.2.1. The type *University* encompasses all organisational units established within the organisational hierarchy.
- 3.2.2. The *University* is headed by the Vice-Chancellor.
- 3.2.3. The establishment or change at the *University* level requires approval by Council.

3.3. Portfolio

- 3.3.1. The type *Portfolio* is an organisational unit that is established to assist in the corporate management and administration of the University.
- 3.3.2. A *Portfolio* is typically headed by a Vice President, a Deputy Vice-Chancellor or such other designated position who reports directly to the Vice-Chancellor.
- 3.3.3. The establishment or change of a *Portfolio* requires approval by the Vice-Chancellor or Council if it is considered appropriate.

3.4. Faculty

- 3.4.1. The type *Faculty* is an organisational unit established under a *Portfolio* for the administration and management of significant groupings of research and teaching related functional activities, such as Schools and any associated Departments.
- 3.4.2. The establishment or change of a *Faculty* requires approval by the Vice-Chancellor or Council if it is considered appropriate through the Provost.

3.5. School

- 3.5.1. The type *School* is an organisational unit established under a *Faculty* principally for developing and delivering the designated academic function of the University.
- 3.5.2. The establishment or change of a *School* requires approval of the Provost through the appropriate Pro Vice-Chancellor.

3.6. Department

- 3.6.1. The type *Department* is an organisational unit established under a *School* that is financially administered by the parent *School*.
- 3.6.2. The establishment or change of a *Department* requires approval of the Provost through the appropriate Pro Vice-Chancellor.

3.7. Area

- 3.7.1. The type *Area* is an organisational unit established principally for performing administrative or support functions within the University.
- 3.7.2. The establishment or change of an *Area* requires approval by the Vice-Chancellor through the appropriate Vice President, Provost, Deputy Vice-Chancellor or Pro Vice-Chancellor.

3.8. Section

- 3.8.1. The type *Section* is an organisational unit *typically* established under an *Area* or a *Faculty* that allows additional operational breakdown of the administrative functions of that *Area* or *Faculty*.
- 3.8.2. The establishment or change of a *Section* requires approval by the relevant Vice President, Provost, Deputy Vice-Chancellor or Pro Vice-Chancellor through the relevant owners of the parent organisational unit (i.e. one level above the organisational unit).

3.9. Group

- 3.9.1. The type *Group* is an organisational unit *typically* established under a *School*, *Department*, *Section* or *Research-related organisational unit* principally for the purpose of control or reporting of a collection of specific activities.
- 3.9.2. The establishment or change of a *Group* requires approval by the relevant owner of the grandparent organisational unit (i.e. two levels above in the hierarchy) through the relevant owners of the parent organisational unit (i.e. one level above the organisational unit).
- 3.9.3. The establishment and change of Sub-Groups may occur at lower levels under a *Group* with the approval of the relevant owner of the grandparent organisational unit (i.e. two levels above in the hierarchy).

3.10. Research-Related Organisational Units

- 3.10.1. Refer to the *Research Institutes, Centres and Clusters Procedures* and the *External Collaborative Research Procedures* for establishment and change to these organisation units.

4. RESPONSIBILITIES

- 4.1. Council is responsible for approving the establishment and change of *University*
- 4.2. The Vice-Chancellor is responsible for approving the establishment and change of *Portfolio* and *Faculty* types; however this may be escalated to Council if appropriate.
- 4.3. The Vice-Chancellor is responsible for approving the establishment and change of *Areas*.
- 4.4. The Provost is responsible for approving the establishment and change of *Schools* and *Departments* upon recommendation of the appropriate Pro Vice-Chancellor.
- 4.5. Deputy Vice-Chancellors, Vice Presidents and Pro Vice-Chancellors are responsible for approving the establishment and change of their *Sections*.
- 4.6. The Deputy Vice-Chancellor, Research is responsible for approving the establishment and change of any research-related organisational unit, in accordance with the *Research Institutes, Centres and Clusters Procedures* and the *External Collaborative Research*

Procedures.

- 4.7. The relevant grandparent organisational unit owner is responsible for approving the establishment and change of any *Groups and Sub-Groups*.
- 4.8. Heads of organisational units are responsible for seeking approval of establishment and change of any organisational unit through the preparation of a business case in line with the [Supporting Guidelines for Establishment and Change of Organisational Units](#).
- 4.9. Finance Operations is responsible for coordinating the consistent and timely recording of all changes to organisational unit data within corporate systems.
- 4.10. All staff are responsible for carrying out actions associated with these procedures that are consistent with the University's [Values](#).

5. SCOPE OF PROCEDURES

These procedures apply to all staff employed by the University.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document.)

Organisational unit

An Organisational unit is defined as an approved academic or administrative grouping established for business management and reporting purposes.

Organisational unit type

Nomenclature associated with a collection of organisational units exhibiting particular functional characteristics.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Delegations Register](#)

[Research Institutes, Centres and Clusters Procedures](#)

[Elimination of Discrimination Procedures](#)

[Equal Opportunity Policy](#)

[External Collaborative Research Procedures](#)

Titles Procedures

[Equal Employment Opportunity Impact Analysis Guidelines for Restructuring and Reorganisation](#)

[Supporting Guidelines for Establishment and Change of Organisational Units](#)

Policy Compliance Officer	Greg Knight , Director, Business Intelligence and Analysis Office of Strategy and Planning
Policy Manager	Chief Strategy Officer
Approval Authority	Vice-Chancellor
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	14/07/2014	Vice-Chancellor	EM1403	Conditional upon Council approving the revised Organisational Structure Policy on 25 June 2014
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Links Updated
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	28/05/2016	Director, Legal and Compliance Services		Removal of Guiding Ethical Principles to Curtin Values
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)