Organisational Structure Policy

1. **PURPOSE**
   The purpose of this policy and its supporting procedures is to regulate how the University manages its formal organisational structure within the University’s governance framework.

2. **POLICY STATEMENT**
   2.1. The University aims to achieve high standards of performance and utilise its resources in a financially responsible and sustainable manner. This will be supported by the University adopting a planned approach to its organisational structure directed towards meeting the University’s vision, mission, values and strategic objectives.

   2.2. The University will ensure a flexible and transparent approach to structuring its organisation into a hierarchy appropriate for business management and to facilitate system alignment for management reporting. Note it does not reflect Human Resource positional reporting.

3. **RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT**
   **Managers**
   These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:
   - Executive Managers
   - Heads of School/Department/Area/Section

   **Office of Strategy and Planning (OSP)**
   OSP is responsible for maintaining the Procedure and forms required to initiate approved change and for providing advice regarding appropriate structure.

   **Financial Services**
   Financial Services (Finance Operations) is responsible for coordinating the consistent and timely recording of all changes to organisational unit data within corporate systems under the OSP Procedure.

4. **SCOPE OF POLICY**
   This policy applies to all staff employed by the University.

5. **DEFINITIONS**
   (Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)
   - *Nil*

6. **SUPPORTING PROCEDURES**
   - *Discrimination and Harassment Prevention Procedures*
   - *Diversity and Inclusion Policy*
   - *Establishment and Change of Organisational Units Procedures*
   - *Supporting Guidelines for Establishment and Change of Organisational Units*

7. **RELATED DOCUMENTS/LINKS**
   - *Academic, Professional and General Staff Enterprise Agreement 2017-2021*
**Policy Compliance Officer**  
Greg Knight, Director, Business Intelligence and Analysis | Office of Strategy and Planning

**Policy Manager**  
Chief Strategy Officer

**Approval Authority**  
Council

**Review Date**  
1st April 2018

### REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved/ Amended/ Rescinded</th>
<th>Date</th>
<th>Committee / Board / Executive Manager</th>
<th>Approval / Resolution Number</th>
<th>Key Changes and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Approved</td>
<td>31/07/2012</td>
<td>Planning and Management Committee</td>
<td>PMC 77/12</td>
<td>Attachment 5 to Document No 00777/12, effective 14 August 2012, two weeks from date of decision</td>
</tr>
<tr>
<td></td>
<td>Amended</td>
<td>25/06/2014</td>
<td>Council</td>
<td>C 90/14</td>
<td>Attachment A</td>
</tr>
<tr>
<td></td>
<td>Administratively Updated</td>
<td>21/07/2014</td>
<td>Director, Legal and Compliance Services</td>
<td></td>
<td>Updated Links</td>
</tr>
</tbody>
</table>