



## 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 2012-2016](#)

<b>Policy Compliance Officer</b>	<a href="#">Greg Knight</a> , Director, Business Intelligence and Analysis   Office of Strategy and Planning
<b>Policy Manager</b>	Chief Strategy Officer
<b>Approval Authority</b>	Council
<b>Review Date</b>	1 <sup>st</sup> April 2017

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes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