Establishment and Change of Organisational Units Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED
   Curtin University Academic, Professional and General Staff Enterprise Agreement 2017-2021
   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) Area  
f) Section  
g) Research Institute  
h) Research Centre  
i) Research Cluster  
j) External Collaborative Research Centre  
k) Group, Sub-Group

Organisational Units are typically structured as follows:

<table>
<thead>
<tr>
<th>Organisational Unit Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
</tr>
<tr>
<td>Portfolio</td>
</tr>
<tr>
<td>Faculty / Area</td>
</tr>
<tr>
<td>School / Section</td>
</tr>
<tr>
<td>Research-related organisational unit(s), Group(s), Sub-Group(s)</td>
</tr>
</tbody>
</table>

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.  
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. Area
3.6.1. The type Area is an organisational unit established principally for performing administrative or support functions within the University.
3.6.2. 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.

3.7. Section
3.7.1. 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.
3.7.2. 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).

3.8. Group
3.8.1. The type Group is an organisational unit typically established under a School, Section or Research-related organisational unit principally for the purpose of control or reporting of a collection of specific activities.
3.8.2. 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).
3.8.3. 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).

3.9. Research-Related Organisational Units
3.9.1. 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 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*
*Discrimination and Harassment Prevention Procedures*
*Diversity and Equity Policy*
*External Collaborative Research Centres 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                                           |
| Review Date               | 1st April 2022                                           |

**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>14/07/2014</td>
<td>Vice-Chancellor</td>
<td>EM1403</td>
<td>Conditional upon Council approving the revised Organisational Structure Policy on 25 June 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Links Updated</td>
</tr>
<tr>
<td>Adminstratively Updated</td>
<td></td>
<td>21/07/2014</td>
<td>Director, Legal and Compliance Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adminstratively Updated</td>
<td></td>
<td>20/04/2015</td>
<td>Director, Legal and Compliance Services</td>
<td></td>
<td>Director, Human Resources changed to Director, People and Culture</td>
</tr>
<tr>
<td>Administratively Updated</td>
<td>Date</td>
<td>Role</td>
<td>Document</td>
<td>Title Changes</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------</td>
<td>-------------------------------</td>
<td>----------</td>
<td>---------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>06/10/2015</td>
<td>Director, Legal and Compliance Services</td>
<td>EC 76/15</td>
<td>Executive Manager Title Changes</td>
<td></td>
</tr>
<tr>
<td>Administratively Updated</td>
<td>28/05/2016</td>
<td>Director, Legal and Compliance Services</td>
<td></td>
<td>Removal of Guiding Ethical Principles to Curtin Values</td>
<td></td>
</tr>
<tr>
<td>Administratively Updated</td>
<td>09/02/2017</td>
<td>Director, Legal and Compliance Services</td>
<td></td>
<td>Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)</td>
<td></td>
</tr>
<tr>
<td>Noted</td>
<td>07/03/2019</td>
<td>Planning and Management Committee</td>
<td>PMC 08/19</td>
<td>Reviewed and no changes required</td>
<td></td>
</tr>
</tbody>
</table>