



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/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
Policy Manager	Chief Strategy Officer
Approval Authority	Council
Review Date	1 st April 2025

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Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes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
	Noted	11/06/2019	Audit Risk & Compliance Committee	ARCC 38/19	Reviewed and no changes required