Procedure: Organisational arrangements change

Purpose
To outline the approval process for changes in organisational structures and related arrangements.

Procedure
1. The organisational structure of the University seeks to support the achievement of University strategic goals by having structures that ensure the alignment of resources to core functions of the University, illustrate functional relationships between organisational units and provide clear lines of communication, accountability and authority.

2. The organisational structure refers to the framework or arrangement of organisational units and how roles and lines of authority and communication are arranged. The organisational hierarchy informs various University processes and IT systems, including budgets, delegations and Enterprise IT systems. A common hierarchy is necessary for standard reporting to support decision making.

3. The hierarchy of key organisational units for the University is as follows:
   - Level 1 – the units reporting to the Vice-Chancellor, including Executive portfolios and Colleges
   - Level 2 – the units reporting to University Executive members and College Deans, including Research Schools and Service Divisions
   - Level 3 – the units reporting to the heads of Level 2 units, including academic organisational units and groups within Service Divisions

4. For an ANU College, the College organisation structure refers to the overall collection of separate organisational units that comprise the College, including research schools, academic organisation units (departments/schools) (AOUs), administrative units, and approved centres or any other formal budget units. It does not include "virtual centres" or any other units that have not been approved as AOUs or administrative units.

5. A budget unit is an academic or administrative unit of the University which receives a budget allocation that is identifiably separate from other budget units with its own budget identity code.
6. A change to the formal organisational structure requires the prior approval of the Vice-Chancellor for all academic and administrative units within a College and the Executive Director (Administration & Planning) for all other units. Changes to Colleges or Research Schools may also require Council approval as determined by the Vice-Chancellor.

7. Formal changes in organisational structures of an organisational unit may include changes in the roles of unit, reporting relationships, title of unit, the budget structure, and staffing establishment. These will all require a range of administrative and support system changes which the owner of the change needs to identify and consider as part of the planning process before seeking approval for any change.

8. Where the proposed change is significant consultation and/or implementation planning must be then undertaken by the initiating area in accordance with the managing change policy and procedures.

9. The title of an organisational unit should directly relate the role and purpose of the unit, be short as possible and not use titles that might be confused with other units. The use of the title Centre is restricted to academic units as specified in the policy on the establishment, management and closing down of centres. Any existing non-academic units with the title Centre should be retitled when the area is next reviewed.

10. In proposing to change organisational arrangements the senior manager proposing the change, usually a member of the University Senior Executive, College Dean or Service Division Director, must outline the rationale for the change, the costs and benefits of the proposed changes, and what actions may need to be taken under the managing change policy. The area that initiates a change has to manage the change process and ensure that where appropriate relevant process owners are involved and agree with any proposed changes before the matter is submitted for approval under clause 6 of this procedure.

11. Where approval is granted, the initiating area needs to ensure that action under the managing change procedure is undertaken, that the relevant Service Divisions (ie. Planning and Performance Measurement, Human Resources Division, Finance and Business Services) are advised, and that amendments to University system/process changes (including budgets) are actioned.

12. Significant changes to organisational arrangements should be planned to minimise the amount of work to update University systems and processes.