
Organisational Structure Procedures

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1. Governing Policy

[Organisational Structure Policy](#)

2. Purpose

These procedures set out the processes to be followed when changes to organisational structure, including name changes, are proposed, to ensure that:

- changes are properly authorised
- the University's organisational structure and nomenclature are consistent
- the implications for the University's corporate information systems and reporting are properly considered, and the systems are updated
- University staff are informed of structure or name changes, and
- any consequential changes are made to University policies and procedures.

3. Scope

- a. These procedures apply to all proposals for change to organisational structure, including name changes.
- b. Proposals considered in accordance with the [Research Institutes and Centres Policy](#) fall within the scope of these procedures with respect to promulgation requirements only.

4. Approval of changes

4.1. Academic organisation

- a. A proposal to amend the college structure of the University, including college name changes and changes to the discipline areas that comprise colleges, must be submitted to Council for approval on the recommendation of the Vice-Chancellor.

- b. A consultation process must be undertaken as part of the process to propose a change to the college structure. This consultation should include seeking input from Academic Senate and staff affected by the proposed change.

4.2. Administrative organisation

- a. A proposal to change the administrative structure of the University, including the provision of professional services within colleges, is subject to approval by the Vice-Chancellor.
- b. Minor changes within a portfolio, including changes to the names of units, may be approved by the relevant portfolio head.

5. Promulgation of change

- a. The University's Human Resource System is the authoritative source of organisational structure and name information and must be updated following any approved change to organisational structure.
- b. Other information systems must be updated to align with the Human Resource System.
- c. The Vice-President (Corporate Services) must be notified of any approved change to ensure that information systems are updated accordingly.

Approval authority	i. Notify the Vice-President (Corporate Services) of the approved change (via the office at vpcsoffice@flinders.edu.au).
Vice-President (Corporate Services)	ii. Notify the following officers of the approved change so that they can advise staff in their area and take action to ensure that information systems are updated, as well as any policies and procedures for which they are responsible: <ul style="list-style-type: none"> • Members of the Senior Executive Team • Director, People and Culture • Chief Information Officer • Director, Student Administration Services • Director, Property, Facilities and Development • Director, Research Development and Support • Directors of College Services • Associate Director, Planning and Analytical Services • University Secretary • University Librarian
Director, People and Culture	iii. Following formal notification, ensure the Human Resources System is updated to reflect the approved changes.
University Secretary	iv. Following formal notification, ensure that policies and procedures are updated as required.

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Vice-President (Corporate Services)
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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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