



Name	GOV08 Organisational Change Policy
Policy Type	Administrative Policy
Responsible Officer	Chief Executive Officer
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1 Purpose

Organisational change is periodically necessary in order to ensure the organisation is capable of meeting the needs of constituents in the most efficient, cost effective and compliant manner possible. This policy sets in place the principles upon which an organisational review is to be carried out, and the reporting requirements necessary prior to implementation.

2 Principles

1. Organisational Design Principles

The design and structure of the organisation, as well as any proposed changes to it, must adhere to the following Organisational Design Principles:

- a. **Achievement**
The focus on achievement of organisational strategy and goals. Any proposed organisational change must support a focus on outcomes and alignment with the strategic priorities set by Council.
- b. **Responsibility**
Clear and aligned roles and responsibilities must be identified. This includes clear lines of accountability, clearly defined roles and responsibilities aligned to strategic outcomes, and appropriately classified roles based on desired outcomes. Any proposed organisational change must support accountability and role clarity. Position titles should give a clear indication of the responsibilities of the position.
- c. **Effectiveness**
The efficient and effective management of resources is a key design principle. This includes the alignment of roles and functions to purpose and strategy, efficient allocation of resources, manageable spans of control, minimum levels of management and authority, and effective and timely decision making in support of day to day operations. Any proposed organisational change must support efficient and sustainable operations of Council.
- d. **Continuous Improvement**
A collaborative workplace focused on continuous improvement will encourage cooperation and teamwork between teams and roles within the organisation. This encourages a focus on performance and efficiency. Any proposed organisational change must promote a culture of collaboration and a focus on continuous improvement.
- e. **Flexibility**

As our community changes, so must our organisation maintain the flexibility necessary to respond and adapt to future growth and to changing and emerging service needs. Any proposed organisational change must continue to emphasise flexibility and agility.

2. Planning Organisational Change

The Chief Executive Officer is responsible under the Local Government Act for staffing issues, including the preparation of a staffing plan as part of the annual budget deliberations.

- a. The Staffing Plan, for the purposes of Section 103 of the Local Government Act, shall consist of
 - i. an organisational chart displayed by function and including the number of full time equivalent (FTE) staff carrying out this service;
 - ii. an organisational chart displayed by role and including reporting lines;
 - iii. a salaries and wages budget associated with resourcing the organisation.
- b. Where the Chief Executive Officer plans to restructure the organisation in a manner that increases the salaries and wages budget in the adopted Staffing Plan, substantially changes a service delivered by Council, or adds or subtracts an additional service, the CEO shall prepare a report to Council outlining how this change adheres to the Organisational Design Principles for approval by Council.
- c. Where the proposed organisational change has no nett effect on either the budget or on Council services, the Chief Executive Officer will report this change, including a description of how the Organisational Design Principles have been adhered to, for Council's information only.