



POLICY TITLE:	Organisational Change
POLICY NUMBER:	LC61
CATEGORY:	Council Policy
CLASSIFICATION:	Administrative
STRATEGIC PLAN REFERENCE:	1. Effective leadership and governance
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are safe, financially sustainable, accountable, equitable and efficient	
STATUS: Approved	Council Resolution 15/0023/02

Date Approved:	23/07/2015	Approved By:	Council	Date for review:	
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POLICY STATEMENT:

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.

PROCESS

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 excellence in pursuit of 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.

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 emphasis 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 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.

PERIOD COVERED BY THE POLICY

Until rescinded or amended by Council resolution.

REFERENCES:

Policy Number:	LC61
Policy Owner:	Chief Executive Officer
Endorsed by:	Council
Final Approval:	
Date Approved:	23 July 2015
Revision Date:	
Amendments:	
Related Policies:	
Related Publications:	Northern Territory Local Government Act Northern Territory Local Government (Administration) Regulations

CONTACT PERSON:

Contact Person **Ben Dornier**
Position **(Acting) Chief Executive Officer**
Extension
Email Address **ceo@lsc.nt.gov.au**