

Establishment management policy

Objective

The purpose of this policy is to specify the process of creating, amending and abolishing organisational units and positions within the Crime and Corruption Commission (CCC).

Application

This policy applies to all organisational units and positions within the CCC.

Definitions

For the purposes of this policy the following definitions apply:

Term	Definition
Abolish a position	Remove an unneeded position without a substantive owner from the establishment
Reallocate	Move a position from one cost centre to another
Reclassify	Change the classification of a position
Redesignate	Change the FTE of a position from full-time to part-time, or vice versa
Redundant position	A position, with a substantive owner, that is no longer required and is removed from the establishment
Retitle	Change the title of a position or organisational unit
Relevant decision maker	The incumbent of a position with the authority to make the specific decision, as cited in the CCC's HR Decision Making Framework
The Act	the <i>Crime and Corruption Act 2001</i> , unless otherwise stipulated.

Policy statement

The approved establishment consists of all organisational units and positions within the CCC organisational structure.

The creation, amendment and abolition of organisational units and positions may be required from time to time to meet the strategic objectives of the CCC.

Changes to the approved establishment must be authorised by the relevant decision maker.

1. Organisational units

The relevant decision maker may create, abolish or restructure an organisational unit within the establishment.

In restructuring an organisational unit, it may be:

- amalgamated with one or more other organisational units
- divided into one or more organisational units
- retitled.

2. Positions

The relevant decision maker may:

- classify
- create
- reallocate
- redesignate
- retitle
- reclassify
- abolish, or
- make redundant

a position within the CCC's establishment.

2.1 Classification of positions

Before a position can be approved for creation or reclassification, it must be evaluated and assigned to a classification stream and level appropriate to the work value assessment undertaken in accordance with the *Work value assessments policy and procedure*.

All positions will be allocated to one of the following classification streams:

- Senior Executive Stream (SES)
- Senior Officer Stream (SO)
- Administrative Stream (AO)
- Professional Stream (PO)
- Operational Stream (OO).

2.2 Creation of positions

A created position must be either a:

- permanent position - a position which is recurrently funded
- temporary position - a position which is created for a temporary period of time, usually to meet a specific business need. Temporary positions may be funded from:
 - the injection of additional funds into the CCC (e.g. CBRC funding)
 - internal budget savings
 - the temporary reallocation of funds from another position.
- casual position – usually created to perform work that is only required on an adhoc basis.

When created, a position will be allocated to an organisation unit's establishment with the designation, title and classification of the position.

2.3 Re-allocation of positions

Having regard to the needs of the CCC, a position will be reallocated to a new organisational unit regardless of whether the position is vacant or is substantively occupied.

2.4 Redesignation of positions

Having regard to the needs of the CCC, a position will be redesignated from full-time to part-time, or vice versa, regardless of whether the position is vacant or substantively occupied.

If required, the redeployment of a substantive owner of a permanent position that is redesignated is to be managed in accordance with the *Redundancy and retrenchment policy and procedure*.

2.5 Retitling positions

A position that no longer has an appropriate position title is to be retitled. This may be necessary from time to time to reflect changes in the focus of a position, or to keep a position's title aligned with industry and professional conventions.

If there is a significant change in the focus or responsibilities of a position then the classification of the position is to be re-evaluated before it is retitled.

2.6 Reclassification of positions

The classification of a position must be reviewed in accordance with the *Work value assessment policy and procedure*.

If required, the redeployment of a substantive owner of a permanent position that is reclassified will be managed in accordance with the *Redundancy and retrenchment policy and procedure*.

2.7 Abolition of positions, and making a position redundant

Having regard to the needs of the CCC, if it is determined that a position is no longer needed the position will be abolished or made redundant and removed from the establishment.

The redeployment of an occupant of a position that is made redundant will be managed in accordance with the *Redundancy and retrenchment policy and procedure*.

3. Variations to establishment

Changes to a position or organisational unit within the existing establishment are to be sought by completing a *Variation to establishment* form.

Related documents

Work value assessment policy and procedure.

Redundancy and retrenchment policy and procedure.

Review triggers

This policy will be reviewed every two (2) years and will remain in effect until updated, superseded or declared obsolete.

Metadata

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