



OFFICE of the PUBLIC SERVICE COMMISSIONER

Paepae Ropi'anga o te Kavamani

GOVERNMENT OF THE COOK ISLANDS

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ORGANISATIONAL RESTRUCTURE

Change Management Plan

Before undertaking any organisational changes, except Renaming, an Agency must complete an Implementation Plan and provide evidence that the consultation process with employees has been followed. Refer to Annex 1

Implementing the Changes

Successful change involves consultation and cooperation with all parties involved, including managers, employees and any employee representatives. As a matter of best practice, consideration should be given to the value that consultation could add to business decision making. Consultation can identify opportunities, assist decision-making and help ensure any new ideas work effectively in practice. We would recommend that you use the attached Annex 01 to guide you through the Change Management Process as well as referring to the Organisational Structure Policy.

For RENAMING only: Complete PART ONE and THREE (If it has cost implications complete Part Two also)

For all OTHER CHANGES complete all parts

NOTE:

- Establishing and/or dis-establishing a division, new, merging, and/or transferring of functions in outputs will only be reviewed between the months of April to November of each year.
- Renaming, decreasing or increasing existing positions can be updated throughout the year
- All new and amended positions must have a completed Job Description (JD) and must be submitted with the organisational change management plan.
- Implementation of any changes refer to Annex 01 as a guide.
- All Agencies must have an approved Organisation Structure (OS). Refer to the Organisation Structure Template Annex 02.
- Process for Agency restructure is illustrated in Annex 03.

Part One: Agency Change Request Information

Requestor Information

Head of Agency:		Agency:	
Division			
Contact Person:			
Email/phone:		Date:	

Change Requests (Record all changes, including those identified from the WAP exercise. i.e. redundant, renaming, vacant, amended position/s and or division/s. Remove the examples.)

Type of Change	Position Description and/or Division (include employees name for any changes to existing employees)	Employee Status Type (FTE, PTE, CAS, CON)	Headcount Change (+ or -)	ODA Funded	Appropriated Position (i.e. budgeted) (Yes/No)	Rationale, Risk and Implementation Plan (An Implementation Plan must be submitted with the Change Management Plan)
1 .Insert Output Name and Number here						
Increase	Policy Advisor 2			+1	Yes	Workload and queries received from stakeholders and responses requires more personnel to meet demand.
2. Insert Output Name and Number here						
Increase	Policy Advisor			+1	Yes	Workload and queries received from stakeholders and responses requires more personnel to meet demand.
3. Insert Output Name and Number here						
4. Insert Output Name and Number here						

Part Two: Financial Cost

Budget (Complete all of Part 2 for all cost implications)

1. Can this cost be sustained in the current and future personnel budgets?	
	Yes <input type="checkbox"/> Complete Table 1 below No <input type="checkbox"/> Provide Rationale to sustain position funding
Rationale	

Table 1: Affordability of Proposed Changes - Current annualised personnel expenses versus budgeted personnel appropriation					
Agency Budget	Current Budget	Proposed Budget	Difference	Amount from Operations if applicable	Amount from ODA if applicable
Personnel					
Operating					

Part Three: Sign Off

Documents to submit to OPSC (submit the below documents with the Change Management Plan)

The following documents must be attached to this submission:

- New and/or Amended Job Descriptions
- Proposed and Approved Organisational Structure
- Other relevant supporting documents

Signature:

This change proposal must be signed by the Head of Agency/Ministry and emailed to the Public Service Commissioner.

Position	Name	Signature	Date

Office of the Public Service Commissioner Checklist (For Office Use only) (Press the box to select either yes or no)

Checklist Description	Completed Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Commentary	Follow Up Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1. WAP and vacancies was assessed with the Human Resources input	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. All changes from the WAP are included in the Change Request (Table 1)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. All vacancies are included in the Change Plan (Part 2)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. All vacancies are included in the personnel budget.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Rationale for vacancies provided justified	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. All positions on the OS can be sustained in the Medium term budget.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. ODA positions are sustained in the Medium term budget term.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Rationales for personnel costs is justified.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. New position/s, has a Job Description (JD) using the SP10 template. Has it been evaluated by the Job Evaluation Committee (JEC)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Amended position/s, has a Job Description (JD) using the SP10 template. Has it been evaluated by the Job Evaluation Committee (JEC)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. The redundancies are included in the change plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12. Are the lines of accountability clear?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13. Are the reporting lines clear?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14. Is there any duplication in functions?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. Summary completed	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Application approved by HoM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. ICT recruitment and/structure vetoed and approved by Director of ICT at OPM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18. Budget costs for personnel is verified by Budget Team	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19. Relevant documents provided			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recommendation for the Public Service Commissioner:

Make a recommendation outlining any conditional requirements if any.

The Organisation Structure change can be supported provided cost savings As a good employer that fairness and transparency to be practiced.