

Purpose

The purpose of this document is to outline the mechanisms in place to enable the BCA to manage the effect of change on staff and management roles and responsibilities.

References

INF-10.0-POL, Change control

INF-10.2-PROC, Change request

INF-10.3-PROC, Review and approval of change procedure

INF-10.4-PROC, Change control administration

BLD-17.2 PROC, Consent assessment and task allocation

Roles and responsibilities

Building control manager: Ensures that all changes to policy, process, procedures and/or systems are managed in accordance with the ACE change control policy. Refer to INF-10.0-POL.

Principal building officer: Approves any person performing an acting role in a technical leadership position.

Team leaders/Team managers: Ensures that all changes proposed by their respective teams are progressed in accordance with the ACE change control policy. Refer INF-10.0-POL.

Guidelines

All changes to policy, process, procedure and/or systems shall be progressed in accordance with the ACE Change control policy. Refer to INF-10.0-POL, and Change control procedures INF-10.2-PROC, INF-10.3-PROC and INF-10.4-PROC.

Any proposed changes to the competency level of a particular technical officer shall be considered and actioned in accordance with BLD-17.2 PROC.

Any proposed changes to the responsibilities of a particular role shall be made with where possible with consultation with the individual(s) concerned and compliance with applicable HR policies.

<http://citynet.aucklandcity.govt.nz/citynet/documents/policies/hrpolicy/default.html>

When a staff member concludes his employment with the organisation, the direct supervisor of the exiting staff member is responsible for ensuring that the procedures detailed in the HR policy are complied with.

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Procedure

Termination/Resignation

Step	Description	Responsibility
1	Follow departure checklist Refer to: http://citynet.aucklandcity.govt.nz/citynet/tools/managing/leaving/resignation.html	Team leader/Team manager
2	Determine strategy If the person was performing a technical leadership role and /or holding a position with delegated authority to perform legislative functions under any enactment, determine a strategy to 'cover' the role whilst the role is being changed/ recruitment conducted. In the event that the role has delegations to perform in respect of legislative obligations, any reduction in BCA decision making capability needs to be mitigated. If there is a requirement to have someone performing the role go to step 3. If not, conclude procedure.	Building team manager
3	Identify an officer to act in the role. Liaise with the principal building officer for approval.	Building team manager
4	Make decision on competency. The principal building officer will approve or disapprove an officer to perform a technical decision making role based on competency. Note: In some cases it may be appropriate to impose conditions on that persons role based delegations.	Principal building officer
5	Offer role Some considerations should be given to remuneration in instances where the officer will perform in a supervisory role for in excess of three weeks.	Building team manager
6	Rejects or accepts 'acting' role.	Officer
7	Communicate any change to delegations This includes the issuing of notification that an officer is performing an acting role between set dates. Note: This is a key step in the establishment of legitimate legal authority to perform delegations associated with a role (as detailed in the delegations manual).	Building team manager