

Reviewer:            Date:

1. Determine if staff / contractor numbers are sufficient

<b>Compliance with statutory timeframes</b>		Acceptable?
Average consent processing time		
% greater than 20 days		
<b>Historical staff workload calculations</b>		
Total number of inspections per year		
Number of full time equivalent Building Officers		
Inspections per Building Officer (Inspections and associated processing workload equivalent to 750 inspections per inspector has historically been maintained)		

2. Assess coverage of all code clauses through staff or contractors

**Processing**

S = OK to perform under supervision C = competent to perform task T = competent to train others

P = OK to carry out task if with recognised professionals design information and in conjunction with producer statements for design and construction as appropriate

Code Clause	Category 1 & 2		Category 3		
	Acceptable	Alternative	Acceptable	Alternative	Contractors
A1					
A2					
B1					
B2					
C1					
C2					
C3					
C4					
D1					
D2					
E1					
E2					

E3					
F1					
F2					
F3					
F4					
F5					
F6					
F7					
F8					
G1					
G2					
G3					
G4					
G5					
G6					
G7					
G8					
G9					
G10					
G11					
G12					
G13					
G14					
G15					
H1					

**Inspection**

Code Clause	Category 1&2	Category 3	Contractors
B1			
B2			
C1			
C2			
C4			
C4			
D1			
D2			
E1			
E2			
E3			
F1			
F2			
F3			
F4			
F5			
F6			
F7			
F8			

G1			
G2			
G3			
G4			
G5			
G6			
G7			
G8			
G9			
G10			
G11			
G12			
G13			
G14			
G15			
H1			

### 3. Ensure sufficient staff with skills to fill required roles

Role	Minimum number	Staff
BO for consent vetting	2	
BO for consent processing	2	
BO for effluent disposal processing	1	
BO for P & D inspections	1	
BO for category 1&2 inspections	2	
BO for category 3 inspections	1 under supervision, or contractor available	

#### Conclusion

Staff numbers sufficient? Y / N

Full Code Clause coverage Y / N

Sufficient staff for coverage of tasks Y / N