

JOB SPECIFICATION

(1 May 2007)

Position Title

BUILDING CONTROL MANAGER

Key Attributes Sought

- New Zealand Certificate in Building/Building Inspection, Advanced or Trade Certificate or equivalent qualification.
- Have a comprehensive understanding of the NZ Building Act/Building Code.
- Be competent with the use the NZ Building Code documents in regard to commercial working, accommodation and crowd activities.
- Have a comprehensive understanding of NZS3604 “Timber Framed Buildings” up to/greater than two levels and NZS 1900 Chapter 11.2 “Farm Buildings”.
- Be competent with G12, G13 and AS/NZS3500 plumbing and drainage for all types of construction.
- A good understanding of accounting principals for preparation of annual operating estimates and financial performance monitoring.
- Able to develop informed decisions on complex issues.
- A self motivated, goal orientated person.
- Are flexible and use initiative in developing solutions.
- A good communicator, able to demonstrate good oral, written and listening skills.
- People management skills promoting a productive-cohesive team environment
- Competent with Microsoft Word, Excel, Outlook and general computer skills.
- Able to promote a positive public image.

Responsible To

Group Manager Regulatory Services

Delegated Signing Authority and Signatory Level Approvals

The position has delegated authority for signing of documents and signatory level approvals as defined in Dc 2 “Document Authorisation Table” of the Procedure-Process Manual.

The position also has delegated signing authority for a maximum of \$2,000.00 expenditure. Where expenditure exceeds \$2,000.00 a supporting signature is required from the Group Manager Regulatory Services.

Level of Staff Supervision

Administration Coordinator
Consent Processing Induction (CP-I)

Consent Processing Officer (CP-O)
Consent Processing Signatory (CP-S)
Consent Processing Senior Officer (CP-SO)
Building Control Induction (BC-I)
Building Control Officer (BC-O)
Building Control Signatory (BC-S)
Building Control Senior Officer (BC-SO)

Appointment Policy Guidelines

Policy guidance for internal applicants is to have a four years experience in a Building Control role in combination with having attained a satisfactory level of competency/performance as determined by the interview panel.

For external applicants or internal applicants outside the four year policy guideline, but deemed to have demonstrated satisfactory competency/performance to the interview panel, appointment to the position shall be determined in consultation with and subject to the Chief Executive Officers approval.

Functional Relationships

- Customers/ratepayers.
- Resource Management staff.
- Environmental Health Officers.
- Council's nominated auditing engineer.
- Water and Wastewater staff.
- Word Processing staff.
- Records staff.

Primary Functions in relation to Building Control's Annual Plan Objectives

- Maintaining outputs to ensure workflow demands are met in terms of administering the Building Act and Regulations.
- Issue Project Information Memoranda and Building Consents within legislative time constraints.
- Undertake inspections resulting from Application for Code Compliance Certificate within legislative time constraints.
- Issue supporting documentation including Waivers, Code Compliance Certificates and Compliance Schedules/Statements.
- Enforce the provisions of the Building Code and Regulations including legislation relating to Dangerous/Insanitary/Earthquake Prone Buildings and building work undertaken other than in accordance with a building consent.
- Promoting public safety and wellbeing through Compliance Schedule monitoring/audits and enforcement of the Amusement Device legislation.

Council's Performance Development Document key performance factors and goals

Org 1/10% Customer Service	
Key Task: <i>Responding to ratepayer/customer enquiries.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Providing information undertaken in accordance with Procedure-Process Manual. ▪ Appropriate and timely response given. ▪ Effective written/verbal communication skills. ▪ Supporting literature provided. ▪ Enquiries outside field re-directed. ▪ Accessible to customers. ▪ Promoting a positive public image. ▪ Meeting external / internal customer expectations. 	<ul style="list-style-type: none"> ▪ Supervisor to contact a minimum of one of individual's customers for informal feedback. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Ensure necessary documentation provided for PIM-Consent-COA applications.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Documents assessed for necessary information in accordance with checklist on application form. ▪ Further information sought before accepting where necessary. ▪ Consents fees assessed and identified incorporating fees applicable to other sections of Council. ▪ Positive public image promoted. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Accept documents lodged by Building Consent Authorities.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Positive working relationship. ▪ Documents filed to appropriate record. ▪ Correct fees charged. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Prepare responses to media enquiries on building control statistics.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Monthly consent/value figures analysed. ▪ Identify short/long term trends. ▪ Faxed responses to queries where timeframes allow. ▪ Written record maintained of verbal responses. ▪ Co-ordinate response with Group Manager where appropriate. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Org 2/10% Working Together	
Key Task: <i>Co-ordinate with other sections of Council in ensuring customer expectations are exceeded</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Effective communication between departments. ▪ Co-ordination/collaboration of ideas. ▪ Timeframes met. ▪ Positive feedback. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Promoting a team culture.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Promoting a team environment focused on meeting performance objectives. ▪ Effective communication within the group. ▪ Sharing of ideas/solutions. ▪ Co-ordinated approach in meeting objectives. ▪ Cross-area co-operation between inspectors to best utilise time and resources. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Communication-coordinate with other Territorial Authorities as necessary under Council's Resource Sharing Agreement".</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Exchange of knowledge and expertise. ▪ Professional cost effective services provided. 	<ul style="list-style-type: none"> ▪ Where work has been undertaken, supervisor to contact TA for informal feedback. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Ensure appropriate response to civil defence emergency events.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Attend Emergency Operations Centre training as provided. ▪ Participate in training exercises. ▪ Be an effective team member during emergency events. 	<ul style="list-style-type: none"> ▪ Training records/observations Civil Defence Officer and Human Resources Staff.
Org 3/10% Working Smarter	
Key Task: <i>Utilise electronic communication options to maximise customer benefit and economies.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Use of information technologies positively promoted amongst staff. ▪ Self-motivated in developing/extending information technology knowledge. ▪ Faxes, voice mail, email and internet access in line with Council policy document. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

<ul style="list-style-type: none"> ▪ Where appropriate hard copy filed. 	
<p>Key Task: <i>Assess waiver and modifications submitted as variation in satisfying the provisions of the Building Regulations.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Information collated. ▪ Further information sought where necessary. ▪ Opinions sought from industry sources such as DBH and BRANZ. ▪ Peer review undertaken where appropriate. ▪ Report/recommendations submitted to supervisor. ▪ Advice of issued waivers to DBH. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Assess alternative solutions submitted as variation from the Approved Documents.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Information collated. ▪ Further information sought where necessary. ▪ Opinions sought from industry sources such as DBH and BRANZ. ▪ Peer review undertaken where appropriate. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Developing the Business Unit</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Be forward thinking in developing initiatives to benefit the Business Unit. ▪ Monitoring existing systems and procedures for potential economies in expenditure and resources. ▪ Identify potential for further income sources. ▪ Identify/implement improved service levels and economies presented by information technology and computer software. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Prepare operating estimates.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Revenue-expenditure calculated on Form 223 Building Control Estimates database. ▪ Opportunities to generate income identified. ▪ Expenditure reduced where possible. ▪ Final estimates evaluated with Group 	<ul style="list-style-type: none"> ▪ Estimates prepared returning a balance of expenditure against revenue on an 80% cost recovery basis within the necessary timeframes. ▪ Supervisor's observations and reference to Form 202 Comments-Performance

Manager. <ul style="list-style-type: none"> ▪ Estimates submitted within specified timeframe. 	Notes.
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Org 4/10% Safety and Health	
<i>Key Task: Carry out the functions of the position in a safe manner.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Safe work practices adopted. ▪ Utilise safety equipment provided. ▪ Proactive self monitoring safety in the equipment utilized at workstation and in vehicle. ▪ Action taken on hazards identified. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<i>Key Task: Monitor safety equipment and safe work practices of staff</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Safety equipment reviewed through Form 203 Staff Induction. ▪ Safety equipment and work practices reviewed annually through Form 204 Staff Review Record. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Org 5/10% Management	
<i>Key Task: Peer support and supervision provided as directed</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Were designated by supervisor provide direct peer support. ▪ Foster a supportive/learning environment ▪ Foster a learning environment amongst staff through helpful interaction. ▪ Promote a team culture focused on meeting performance objectives. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<i>Key Task: Maintaining group performance.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Individual/team performance monitored monthly using Form 205 Consent Review Record. ▪ Individual/team performance monitored quarterly, half yearly and annual using Form 204 Staff Review Record. ▪ Positive/negative trends identified in terms of job description "performance factors-goals". ▪ Individual achievements/ shortfalls acknowledged. ▪ Strategies to address shortfalls reached with individual. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<i>Key Task: Undertake Performance Development process.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Development process co-ordinated 	<ul style="list-style-type: none"> ▪ Supervisor's observations on content of

<p>amongst staff supervised.</p> <ul style="list-style-type: none"> ▪ Referencing “performance guide” measures from job description as a guide assess individual performance against skills criteria of performance development document. ▪ Review and set individual objectives. ▪ Identify training needs. ▪ Process completed within timeframes. 	<p>“Performance Development” document returned on supervised staff.</p> <ul style="list-style-type: none"> ▪ Evaluation of “control forms” returned by supervised staff.
Key Task: <i>Co-ordinate training offered by outside providers</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Identify available training ▪ Assess group competency needs from Form 225 Staff Skills Matrix and Form 226 Staff Competency Assessment in determining necessary training. ▪ Having regard to staff feedback assess value in consultation with Group Manager. ▪ Agreed training offered to staff. ▪ Registrations co-ordinated with provider. ▪ Individual record of attendance against training offered maintained. 	<ul style="list-style-type: none"> ▪ Reference to Form 201 Qualification-Training Profile. ▪ Reference to Form 206 Training Programme. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Maintain equipment register and maintenance record</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Schedule equipment maintenance. ▪ Update record on Form 208 Equipment Register-Maintenance. ▪ Monitor replacement life cycle and record 	<ul style="list-style-type: none"> ▪ Reference to Form 208 Equipment Register-Maintenance.

Pos 1/10% Technical & Procedural Knowledge	
Key Task: <i>Issue Project Information Memorandum.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Relevant information provided from property file relating to project. ▪ GIS printout of snow loadings, hazards and services depending on relevance to project. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Process Building Consents and Certificates of Acceptance to determine compliance with New Zealand Building Act/Code.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record.

<ul style="list-style-type: none"> ▪ Documents thoroughly assessed for compliance with Building Act/Code. ▪ In the case of minor amendments amend documents as necessary to assist attaining compliance. ▪ Issued subject to “Inspection Endorsements and Construction Prompts” necessary to determine compliance. ▪ Buildings with “specified intended life” identified. ▪ Event entered in Pathways where further information sought. ▪ Ensure documents are signed by Licensed Building Practitioners. ▪ Specific design referred to nominated auditing engineer. ▪ Other departments of Council requiring circulation identified. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
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Key Task: *Inspect during construction and final inspection stage to determine compliance with Building Act/Code.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Comprehensive/accurate field notes taken on appropriate inspection prompt-sheet. ▪ Status of inspection identified. ▪ Observations recorded relating to critical aspects to be concealed. ▪ Instructions given recorded. ▪ Economy of effort/resources. ▪ Timely responses to requested inspections. ▪ Proactive co-ordination in undertaking progress inspections when called to an area of the District. ▪ Undertake inspections resulting from formal Application for CCC. ▪ Where notice not received actively seek opportunity to issue Code Compliance Certificates. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Collate relevant documents necessary in determining whether the Code Compliance Certificate can be issued.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Required Producer Statements have been received. ▪ Energy Works Certificates relevant to 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference

<p>electrical/gas installations received.</p> <ul style="list-style-type: none"> ▪ Certificates from Licensed Building Practitioners received. ▪ Issue Code Compliance Certificate where satisfied provisions of Building Code have been met. 	to Form 202 Comments-Performance Notes.
Key Task: <i>Appropriate action taken where non-complying work prevents a Code Compliance Certificate being issued.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Deficiencies communicated in a helpful courteous manner. ▪ Written follow-up provided where necessary and filed. ▪ “Notice to Fix” issued. ▪ Where deficiencies have been resolved but further inspection are necessary issued Compliance Confirmation Notice. ▪ Where prosecution necessary report to supervisor. 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Process application for Certificate of Public Use.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Energy Works Certificate relevant to life safety features obtained. ▪ Building access and fire egress provisions in accordance with Building Code. ▪ Building structurally adequate. ▪ Health and safety of occupants assured 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Where applicable issue Compliance Schedule-Statement.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Energy Works Certificates relevant to life safety features obtained. ▪ Documentation provided to owner on maintenance/checking procedures. ▪ Issue “Compliance Schedule”. ▪ Entered onto database and filed. 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Review annual Building Warrant of Fitness renewals.</i>	
Performance Factors	Goals

<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Features checked against Compliance Schedule database. ▪ Variations identified/resolved. ▪ Correspondence/site visit as necessary. ▪ Overdue warrants resolved promptly. ▪ Renewal updated on spreadsheet. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Undertake annual percentage audit of buildings subject to Compliance Schedules.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Audit check sheet completed fully and accurately. ▪ Any deficiencies identified and resolved. ▪ Buildings subject to overdue warrants audited. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 228 Compliance Schedule Audit Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Undertake other functions in terms of the Building Act.</i></p>	
Performance Factors	Goals
<p>Processes undertaken in accordance with Procedure-Process Manual relating to:</p> <ul style="list-style-type: none"> ▪ Dangerous-Insanitary buildings. ▪ Earthquake-prone buildings. ▪ Grant exemptions under Schedule 1 ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Fire damage and other incidents. ▪ Records to property file/records file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Review liquor license application for potential Building Act/Code implications.</i></p>	
Performance Factors	Goals
<p>Review of liquor license applications for potential Building Act/Code implications</p> <ul style="list-style-type: none"> ▪ Building change of use. ▪ Earthquake-prone building policy. ▪ Dangerous-Insanitary building. ▪ Consented work still to complete. ▪ Certificate of Public Use. 	<ul style="list-style-type: none"> ▪ Supervisor's observations of Building Control comments relating to Liquor License applications.
<p>Key Task: <i>Site and barrier inspections carried out relevant to the Amusement Device legislation.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Permit applications processed in a timely manner. ▪ Inspection carried out in co-ordination 	<ul style="list-style-type: none"> ▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

<p>with applicant.</p> <ul style="list-style-type: none"> ▪ Where satisfied provide permit to operate. ▪ Inspection prompt sheet/photos to supervisor. ▪ Reported incidents investigated in conjunction with OSH. ▪ Incident report to records file. 	
<p>Key Task: <i>Follow-up circumstances relating to written complaints submitted to Council as directed by supervisor.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Economy of effort/resources. ▪ Proactive co-ordination inspections with other work in the area. ▪ Follow-up response to supervisor within Procedure-Process Manual timelines for response. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 221 Complaints Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Where necessary instigate legal action in terms of the Building Act, Amusement Device Legislation, Litter Act.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Comprehensive report/recommendation to supervisor. ▪ Co-ordination with Council's legal representative as necessary. ▪ Court proceedings attended where required. ▪ Records to property file/records file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Maintain reference library.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Legislative documents, standards, DBH/BRANZ, industry and product information necessary in performing functions obtained. ▪ Electronic copy sought where appropriate. ▪ Information provided to customers. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Comment of revised legislation.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Propose revision circulated amongst team. ▪ Co-ordinate comments. ▪ Implications to Council and industry assessed. ▪ Informed comment prepared on behalf of Council. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

<ul style="list-style-type: none"> ▪ Referred to Group Manager prior to submitting. 	
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Pos 2/10% Quality Assurance	
Key Task: <i>Undertake tasks in accordance with Procedure-Process Manual in line with best practice and quality assurance principals.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ PIM ▪ Building Consent ▪ Certificate of Acceptance ▪ Inspections ▪ Notice to Fix ▪ Code Compliance Certificate ▪ Certificate of Public Use ▪ Compliance Schedule-Statement ▪ Building Warrant of Fitness review ▪ Compliance Schedule audit ▪ Dangerous-Insanitary buildings. ▪ Earthquake-Prone buildings. ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Amusement devices ▪ Initiating legal action ▪ Complaints investigation ▪ Reporting fire damage & other incidents. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Outcomes from Form 228 Compliance Schedule Audit Register. ▪ Outcomes from Form 221 Complaints Register. ▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Documents are issued within appropriate signing authorities.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Documents processed within signing authority of DC2 “Document Authorisation Table” ▪ Ensure appropriate signatory sign-off is obtained 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Provide Signatory quality assurance sign-off within specified authority.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Signatory sign-off provided within authority of DC2 “Document Authorisation Table” ▪ Ensure appropriate check-sheet processes ▪ Correct and accurate documentation ▪ Ensure quality assurance of information good to customer ▪ Provide advice-corrective action where necessary through Form 213 Corrective-Preventative Action Form 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Prepare/monitor quarterly - annual report performances.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Co-ordinate performance information relevant to quarterly and annual reports. 	<ul style="list-style-type: none"> ▪ Outputs in relation to workflow demand%

<ul style="list-style-type: none"> ▪ Shortfalls against annual plan performance indicators identified. ▪ Performance shortfalls addressed. ▪ Reports submitted within timeframes. 	<ul style="list-style-type: none"> ▪ Consents processed within timeframe% ▪ COA processed within timeframe% ▪ LIM's processed within timeframe% ▪ Application for CCC responded within Timeframe% ▪ Minimum 10% CS Audit undertaken at%
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Key Task: Monitor performance in relation to operating estimates.

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Income/expenditure performance monitored against estimated. ▪ YTD actual against annual budget variations identified and acted on where possible. ▪ Misdirected charges identified and resolved 	<ul style="list-style-type: none"> ▪ Expenditure maintained under estimated. ▪ Business unit performance in terms of profit/loss <ul style="list-style-type: none"> - Previous review period \$..... - Cumulative total \$..... ▪ <i>Note: Assessment made bearing in mind the correlation between consent numbers and income generated. Estimates for previous review period based on projected consent number of Actual</i>

Pos 3/10% Achieving Timeframes

Key Task: Satisfying legislative timeframes for tasks

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ PIM ▪ Building Consent ▪ Certificate of Acceptance ▪ Code Compliance Certificate 	<p>Reference to individual performance from Pathways response timeframe reporting for:</p> <ul style="list-style-type: none"> ▪ PIM-Building Consent ▪ Certificate of Acceptance ▪ Application for Code Compliance Certificate.

Key Task: Satisfying timeframes for tasks allocate by supervisor

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Inspections ▪ Notice to fix ▪ Certificate of public use ▪ Compliance schedule-statement ▪ Building warrant of fitness review ▪ Compliance schedule audit ▪ Dangerous-Insanitary buildings. ▪ Earthquake-prone buildings. ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Amusement devices ▪ Initiating legal action 	<ul style="list-style-type: none"> ▪ Outcomes from Form 228 Compliance Schedule Audit Register. ▪ Outcomes from Form 221 Complaints Register. ▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register. ▪ Inspections undertaken. <u>Satisfactory Performance</u> (average 55 inspections per month over 12 month review period). Achieved: _____. ▪ <i>Note: The above inspection average is based on a relatively even spread of workload among operating areas and an</i>

<ul style="list-style-type: none"> ▪ Reporting fire damage & other incidents. ▪ Complaints ▪ Other allocated tasks 	<p><i>average total annual consent workload of 1,480. Significant variation from this will need to be factored into individual performances.</i></p> <ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
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Pos 4/10% Attitude-Motivation	
Key Task: <i>Self-motivated in undertaking tasks to the best of ones ability and encouraging of others to do the same.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Promotes positive working environment. ▪ Self-motivated in setting objectives. ▪ Achieves quality outcomes. ▪ Flexible working hours where necessary to get the job done. 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Motivated in maintaining and extending knowledge base.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Proactive in identify own training needs. ▪ Attend training as offered. ▪ Idea sharing/interaction maintained with peers through BOINZ. ▪ Extending knowledge through literature provided by Product Suppliers, BRANZ, DBH etc. 	<ul style="list-style-type: none"> ▪ Reference to Form 201 Qualification-Training Profile. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Maintain a focus on cost recovery in line with Business Unit principles.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Inspection types diary recorded. ▪ Additional processing times recorded/charged. ▪ Additional inspections recorded/charged. ▪ Designated non-recoverable activities entered onto “Internal Charging” database on monthly basis. 	<ul style="list-style-type: none"> ▪ Reference to “Internal Charging Database” ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Pos 5/10% Specific Objectives	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Established in consultation with Manager 	<ul style="list-style-type: none"> ▪