

## **JOB SPECIFICATION**

(1 May 2007)

### **Position Title**

#### **BUILDING CONTROL SIGNATORY**

### **Key Attributes Sought**

- New Zealand Certificate in Building/Building Inspection, Advanced or Trade Certificate or equivalent qualification.
- Have a good understanding of the NZ Building Act/Building Code.
- Developing competency with the use the NZ Building Code documents in regard to commercial working, accommodation and crowd activities.
- Have a good understanding of the use of NZS3604 “Timber Framed Buildings” up to two levels and NZS 1900 Chapter 11.2 “Farm Buildings”.
- Be competent with G12, G13 and AS/NZS3500 plumbing and drainage for residential/light commercial type construction.
- Able to develop informed decisions.
- A self motivated, goal orientated person.
- A good communicator, able to demonstrate good oral, written and listening skills.
- Good computer software and keyboard skills.
- Able to promote a positive public image.

### **Responsible To**

Building Control Manager (or in absence)  
Building Control Senior Officer and/or  
Consent Processing Senior Officer

### **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.

### **Level of Staff Supervision**

Consent Processing Induction (CP-I)  
Consent Processing Officer (CP-O)  
Building Control Induction (BC-I)  
Building Control Officer (BC-O)

## **Appointment Policy Guidelines**

Policy guidance for internal applicants is to have a two 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 two 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:** *Responding to ratepayer/customer enquiries.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Providing information undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Appropriate and timely response given.</li> <li>▪ Effective written/verbal communication skills.</li> <li>▪ Supporting literature provided.</li> <li>▪ Enquiries outside field re-directed.</li> <li>▪ Accessible to customers.</li> <li>▪ Promoting a positive public image.</li> <li>▪ Meeting external / internal customer expectations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor to contact a minimum of one of individual's customers for informal feedback.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Ensure necessary documentation provided for PIM-Consent-COA applications.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Documents assessed for necessary information in accordance with checklist on application form.</li> <li>▪ Further information sought before accepting where necessary.</li> <li>▪ Consents fees assessed and identified incorporating fees applicable to other sections of Council.</li> <li>▪ Positive public image promoted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Accept documents lodged by Building Consent Authorities.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Positive working relationship.</li> <li>▪ Documents filed to appropriate record.</li> <li>▪ Correct fees charged.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Org 2/10% Working Together**

**Key Task:** *Co-ordinate with other sections of Council in ensuring customer expectations are exceeded*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Effective communication between departments.</li> <li>▪ Co-ordination/collaboration of ideas.</li> <li>▪ Timeframes met.</li> <li>▪ Positive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Promoting a team culture.*

Performance Factors	Goals

<ul style="list-style-type: none"> <li>▪ Promoting a team environment focused on meeting performance objectives.</li> <li>▪ Effective communication within the group.</li> <li>▪ Sharing of ideas/solutions.</li> <li>▪ Co-ordinated approach in meeting objectives.</li> <li>▪ Cross-area co-operation between inspectors to best utilise time and resources.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
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**Key Task:** *Communication-coordinate with other Territorial Authorities as necessary under Council's Resource Sharing Agreement".*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Exchange of knowledge and expertise.</li> <li>▪ Professional cost effective services provided.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Where work has been undertaken, supervisor to contact TA for informal feedback.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Ensure appropriate response to civil defence emergency events.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Attend Emergency Operations Centre training as provided.</li> <li>▪ Participate in training exercises.</li> <li>▪ Be an effective team member during emergency events.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training records/observations Civil Defence Officer and Human Resources Staff.</li> </ul>

### **Org 3/10% Working Smarter**

**Key Task:** *Utilise electronic communication options to maximise customer benefit and economies.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Use of information technologies positively promoted amongst staff.</li> <li>▪ Self-motivated in developing/extending information technology knowledge.</li> <li>▪ Faxes, voice mail, email and internet access in line with Council policy document.</li> <li>▪ Where appropriate hard copy filed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Assess waiver and modifications submitted as variation in satisfying the provisions of the Building Regulations.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Information collated.</li> <li>▪ Further information sought where necessary.</li> <li>▪ Opinions sought from industry sources such as DBH and BRANZ.</li> <li>▪ Peer review undertaken where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Report/recommendations submitted to supervisor.</li> <li>▪ Advice of issued waivers to DBH.</li> <li>▪ Records to property file.</li> </ul>	
<b>Key Task:</b> <i>Assess alternative solutions submitted as variation from the Approved Documents.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Information collated.</li> <li>▪ Further information sought where necessary.</li> <li>▪ Opinions sought from industry sources such as DBH and BRANZ.</li> <li>▪ Peer review undertaken where appropriate.</li> <li>▪ Records to property file.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

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

<b>Pos 1/10% Technical &amp; Procedural Knowledge</b>	
<b>Key Task:</b> <i>Issue Project Information Memorandum.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Relevant information provided from property file relating to project.</li> <li>▪ GIS printout of snow loadings, hazards and services depending on relevance to project.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 205 Consent Review Record.</li> <li>▪ Outcomes from Form 204 Staff Review Record.</li> <li>▪ Reference to Form 226 Staff Competency Assessment.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<b>Key Task:</b> <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"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Documents thoroughly assessed for compliance with Building Act/Code.</li> <li>▪ In the case of minor amendments amend</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 205 Consent Review Record.</li> <li>▪ Outcomes from Form 204 Staff Review Record.</li> <li>▪ Reference to Form 226 Staff Competency</li> </ul>

<p>documents as necessary to assist attaining compliance.</p> <ul style="list-style-type: none"> <li>▪ Issued subject to “Inspection Endorsements and Construction Prompts” necessary to determine compliance.</li> <li>▪ Buildings with “specified intended life” identified.</li> <li>▪ Event entered in Pathways where further information sought.</li> <li>▪ Ensure documents are signed by Licensed Building Practitioners.</li> <li>▪ Specific design referred to nominated auditing engineer.</li> <li>▪ Other departments of Council requiring circulation identified.</li> </ul>	<p>Assessment.</p> <ul style="list-style-type: none"> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
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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"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Comprehensive/accurate field notes taken on appropriate inspection prompt-sheet.</li> <li>▪ Status of inspection identified.</li> <li>▪ Observations recorded relating to critical aspects to be concealed.</li> <li>▪ Instructions given recorded.</li> <li>▪ Economy of effort/resources.</li> <li>▪ Timely responses to requested inspections.</li> <li>▪ Proactive co-ordination in undertaking progress inspections when called to an area of the District.</li> <li>▪ Undertake inspections resulting from formal Application for CCC.</li> <li>▪ Where notice not received actively seek opportunity to issue Code Compliance Certificates.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 204 Staff Review Record.</li> <li>▪ Reference to Form 226 Staff Competency Assessment.</li> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**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"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Required Producer Statements have been received.</li> <li>▪ Energy Works Certificates relevant to electrical/gas installations received.</li> <li>▪ Certificates from Licensed Building Practitioners received.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 204 Staff Review Record.</li> <li>▪ Reference to Form 226 Staff Competency Assessment.</li> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

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

<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Features checked against Compliance Schedule database.</li> <li>▪ Variations identified/resolved.</li> <li>▪ Correspondence/site visit as necessary.</li> <li>▪ Overdue warrants resolved promptly.</li> <li>▪ Renewal updated on spreadsheet.</li> <li>▪ Records to property file.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 204 Staff Review Record.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<p><b>Key Task:</b> Undertake annual percentage audit of buildings subject to Compliance Schedules.</p>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Audit check sheet completed fully and accurately.</li> <li>▪ Any deficiencies identified and resolved.</li> <li>▪ Buildings subject to overdue warrants audited.</li> <li>▪ Records to property file.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 228 Compliance Schedule Audit Register.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<p><b>Key Task:</b> Undertake other functions in terms of the Building Act.</p>	
Performance Factors	Goals
<p>Processes undertaken in accordance with Procedure-Process Manual relating to:</p> <ul style="list-style-type: none"> <li>▪ Dangerous-Insanitary buildings.</li> <li>▪ Earthquake-prone buildings.</li> <li>▪ Grant exemptions under Schedule 1</li> <li>▪ Relocatable buildings.</li> <li>▪ Illegal building work.</li> <li>▪ Fencing of swimming pools.</li> <li>▪ Fire damage and other incidents.</li> <li>▪ Records to property file/records file.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<p><b>Key Task:</b> Site and barrier inspections carried out relevant to the Amusement Device legislation.</p>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Permit applications processed in a timely manner.</li> <li>▪ Inspection carried out in co-ordination with applicant.</li> <li>▪ Where satisfied provide permit to operate.</li> <li>▪ Inspection prompt sheet/photos to supervisor.</li> <li>▪ Reported incidents investigated in conjunction with OSH.</li> <li>▪ Incident report to records file.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<p><b>Key Task:</b> Follow-up circumstances relating to written complaints submitted to Council as</p>	

<i>directed by supervisor.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Economy of effort/resources.</li> <li>▪ Proactive co-ordination inspections with other work in the area.</li> <li>▪ Follow-up response to supervisor within Procedure-Process Manual timelines for response.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 221 Complaints Register.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<b>Key Task:</b> <i>Where necessary instigate legal action in terms of the Building Act, Amusement Device Legislation, Litter Act.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Processes undertaken in accordance with Procedure-Process Manual.</li> <li>▪ Comprehensive report/recommendation to supervisor.</li> <li>▪ Co-ordination with Council's legal representative as necessary.</li> <li>▪ Court proceedings attended where required.</li> <li>▪ Records to property file/records file.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Pos 2/10% Quality Assurance**

**Key Task:** *Undertake tasks in accordance with Procedure-Process Manual in line with best practice and quality assurance principals.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ PIM</li> <li>▪ Building Consent</li> <li>▪ Certificate of Acceptance</li> <li>▪ Inspections</li> <li>▪ Notice to Fix</li> <li>▪ Code Compliance Certificate</li> <li>▪ Certificate of Public Use</li> <li>▪ Compliance Schedule-Statement</li> <li>▪ Building Warrant of Fitness review</li> <li>▪ Compliance Schedule audit</li> <li>▪ Dangerous-Insanitary buildings.</li> <li>▪ Earthquake-Prone buildings.</li> <li>▪ Relocatable buildings.</li> <li>▪ Illegal building work.</li> <li>▪ Fencing of swimming pools.</li> <li>▪ Amusement devices</li> <li>▪ Initiating legal action</li> <li>▪ Complaints investigation</li> <li>▪ Reporting fire damage &amp; other incidents.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 205 Consent Review Record.</li> <li>▪ Outcomes from Form 204 Staff Review Record.</li> <li>▪ Reference to Form 226 Staff Competency Assessment.</li> <li>▪ Outcomes from Form 228 Compliance Schedule Audit Register.</li> <li>▪ Outcomes from Form 221 Complaints Register.</li> <li>▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register.</li> <li>▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<b>Key Task:</b> <i>Documents are issued within appropriate signing authorities.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Documents processed within signing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes from Form 204 Staff Review</li> </ul>

<p>authority of DC2 “Document Authorisation Table”</p> <ul style="list-style-type: none"> <li>Ensure appropriate signatory sign-off is obtained</li> </ul>	<p>Record.</p> <ul style="list-style-type: none"> <li>Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<b>Key Task:</b> <i>Provide Signatory quality assurance sign-off within specified authority.</i>	
<b>Performance Factors</b>	<b>Goals</b>
<ul style="list-style-type: none"> <li>Signatory sign-off provided within authority of DC2 “Document Authorisation Table”</li> <li>Ensure appropriate check-sheet processes</li> <li>Correct and accurate documentation</li> <li>Ensure quality assurance of information good to customer</li> <li>Provide advice-corrective action where necessary through Form 213 Corrective-Preventative Action Form</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
<b>Key Task:</b> <i>Review selection of Fc, Pt &amp; Ch documents from Procedure-Process Manual</i>	
<b>Performance Factors</b>	<b>Goals</b>
<ul style="list-style-type: none"> <li>Review 2 x Fc &amp; 2 x Pt or Ch documents annually</li> <li>Reviewed in accordance with Rv1 Review Policy for Documents</li> <li>Circulate draft recommendations to Quorum</li> <li>Majority Quorum decision to implement</li> <li>Document implemented and review history record updated</li> </ul>	<ul style="list-style-type: none"> <li>Reference to Rv 2 Reviewed Document Record from Procedure-Process Manual</li> </ul>

**Pos 3/10% Achieving Timeframes**

**Key Task:** *Satisfying legislative timeframes for tasks*

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

**Key Task:** *Satisfying timeframes for tasks allocate by supervisor*

<b>Performance Factors</b>	<b>Goals</b>
<ul style="list-style-type: none"> <li>Inspections</li> <li>Notice to fix</li> <li>Certificate of public use</li> <li>Compliance schedule-statement</li> <li>Building warrant of fitness review</li> <li>Compliance schedule audit</li> <li>Dangerous-Insanitary buildings.</li> <li>Earthquake-prone buildings.</li> <li>Relocatable buildings.</li> </ul>	<ul style="list-style-type: none"> <li>Outcomes from Form 228 Compliance Schedule Audit Register.</li> <li>Outcomes from Form 221 Complaints Register.</li> <li>Outcomes from Form 222 Amusement Device Permit-Inspection Register.</li> <li>Inspections undertaken. <u>Satisfactory Performance</u> (average 55 inspections per month over 12 month review period).</li> </ul>

<ul style="list-style-type: none"> <li>▪ Illegal building work.</li> <li>▪ Fencing of swimming pools.</li> <li>▪ Amusement devices</li> <li>▪ Initiating legal action</li> <li>▪ Reporting fire damage &amp; other incidents.</li> <li>▪ Complaints</li> <li>▪ Other allocated tasks</li> </ul>	<p>Achieved: .....</p> <ul style="list-style-type: none"> <li>▪ <i>Note: The above inspection average is based on a relatively even spread of workload among operating areas and an average total annual consent workload of 1,480. Significant variation from this will need to be factored into individual performances.</i></li> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>
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**Pos 4/10% Attitude-Motivation**

**Key Task:** *Self-motivated in undertaking tasks to the best of ones ability and encouraging of others to do the same.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Promotes positive working environment.</li> <li>▪ Self-motivated in setting objectives.</li> <li>▪ Achieves quality outcomes.</li> <li>▪ Flexible working hours where necessary to get the job done.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Motivated in maintaining and extending knowledge base.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Proactive in identify own training needs.</li> <li>▪ Attend training as offered.</li> <li>▪ Idea sharing/interaction maintained with peers through BOINZ.</li> <li>▪ Extending knowledge through literature provided by Product Suppliers, BRANZ, DBH etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference to Form 201 Qualification-Training Profile.</li> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Key Task:** *Maintain a focus on cost recovery in line with Business Unit principles.*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Inspection types diary recorded.</li> <li>▪ Additional processing times recorded/charged.</li> <li>▪ Additional inspections recorded/charged.</li> <li>▪ Designated non-recoverable activities entered onto “Internal Charging” database on monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference to “Internal Charging Database”</li> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

**Pos 5/10% Supervision**

**Key Task:** *Peer support and supervision provided*

Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Were designated by supervisor provide direct peer support.</li> <li>▪ Foster a supportive/learning environment</li> <li>▪ Foster a learning environment amongst staff through helpful interaction.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Promote a team culture focused on meeting performance objectives.</li> </ul>	
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<b>Pos 5/10% Specific Objectives</b>	
Performance Factors	Goals
<ul style="list-style-type: none"> <li>▪ Established in consultation with Manager</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>