

Name:

Date:

Level 1 Goals – Category 1 Buildings
 (Cat 1 Buildings - competent) (Cat 1 Alt Sol & Cat 2 Buildings under supervision)

For each statement, fill in the circle which most applies as to how the competency behaviours are demonstrated by the staff member.
 Staff member to complete self-assessment and assessor (team leader/senior/specialist) to complete assessment columns.
Assessor must record notes and document discussions with staff member.
 Assessor's level of technical competence must not be below that of the person being assessed.

Technical (Refer to list describing building categories for full definition of scope)	Building	P & D	Self Assessment			Assessment		
			Not yet competent	Partially competent	Competent	Not yet competent	Partially competent	Competent
Regulation 10.3. (a-f)								
Demonstrates understanding of the purpose and principles of the Building Act 2004 and how to apply sections 1-60 (within limitations of authority)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates knowledge of the role of a building consent authority	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates understanding of the Fencing of Swimming Pools Act 1987 and the Resource Management Act 1991 (in relation to building control functions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates understanding of the powers of an authorised officer and the responsibilities and limitations of position including how to issue a Notice to Fix (sections 163-168 and 222-228)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates understanding of the purpose of the Building Code and how compliance is established	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates compliance with the BCA's policies, processes and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively with internal and external persons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates knowledge of the Acceptable Solutions associated with Category 1 buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates the ability to research, analyse and assess building methods and products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates the ability to review plans and simple designs in accordance with industry guidelines for Category 1 buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checks the work of Level 1 officers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Without supervision, processes plans to establish compliance with NZBC or inspects buildings in accordance with the approved plans for:	Building	P & D	Not yet competent	Partially competent	Competent	Not yet competent	Partially competent	Competent
Ancillary buildings associated with residential properties E.g. pergolas, gazebos, garden sheds, pool changing rooms, etc	B1-2, C1, C4, D1, E1-3, F2, F4, G1, G4-6, G1, G9	E1, G1-4 G12-13	○	○	○	○	○	○
Outbuildings associated with residential properties E.g. carports, garages up to 60m ² floor area	B1-2, C1, C4, D1, E1-2, F2	E1, G13	○	○	○	○	○	○
Farm buildings (up to 60m ² floor area) E.g. greenhouses, glass houses, etc	B1-2, C1, C4, D1, E1-2, F2	E1, G13	○	○	○	○	○	○
Timber slatted decks associated with residential properties	B1-2, E2	N/A	○	○	○	○	○	○
Retaining walls <u>not</u> incurring a surcharge and associated with residential construction only	B1-2, D1, E1, F4	E1	○	○	○	○	○	○
Timber fences up to 2.0m in height	B1-2	N/A	○	○	○	○	○	○
Concrete masonry fences / walls up to 1.2m	B1-2	N/A	○	○	○	○	○	○
Conservatories (less than 20m ²)	B1, B2, C1, C4, D1, E1, E2, E3, F2, F4, G4, G5, G9, H1	E1	○	○	○	○	○	○
Private swimming or spa pools and associated fencing	B1-2, D1, C1, C4, E1-3, F2, F4, F7, G4, G9	G12-13	○	○	○	○	○	○
Solid fuel heating appliances with or without wet-back (internal or external)	B1, B2, C1, C4	G12	○	○	○	○	○	○
Any additions or alterations (or) new single storey detached residential dwellings with eaves greater than 450mm and an E2 risk matrix score no greater than 12	B1-2, C1, C4, D1, E1-3, F2, F4, F5, F7, G1-6, G9, H1	E1, G1-4, G10-13	○	○	○	○	○	○
Relocatable buildings and demolition work (residential and non-habitable only)	B1-2, C1, C4, D1, E1-3, F2, F4, F5, F7, G1-6, G9, H1	E1, G1-4, G10-13	○	○	○	○	○	○

Work Standards	Self Assessment			Assessment		
	Rarely Demonstrates	Usually Demonstrates	Consistently Demonstrates	Rarely Demonstrates	Usually Demonstrates	Consistently Demonstrates
Demonstrates good understanding of workload expectations and ensures tasks are checked daily and actioned within agreed timeframes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures all relevant data is updated on a regular basis and available for others to refer to.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Values the input, ideas, opinions and expertise of others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accurately and carefully follows established procedures for completing work tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiates action to correct quality problems or notifies others of quality issues as appropriate.						
Communication Skills						
Correctly prepares simple letters, memos and short reports under review of Senior Planners and Team Leaders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates good active listening, questioning and assertiveness skills in dealing with day-to-day tasks and responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appears confident when dealing with customers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively with other team members and applicants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity						
Performs expected actions as agreed in a sincere manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Treats with respect the guidance and advice given by seniors / Team Leaders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk Management						
Shows awareness of risks and follows established guidelines; i.e. by liaising with Council's Risk and Assurance Department after consultation with peers or mentor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision Making						
Considers issues and determines whether action is required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collects information from a variety of sources to better understand issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeks guidance when unsure of appropriate decision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability						
Consistently maintains effectiveness in changing environments and with different tasks, responsibilities and people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continuous & Applied Learning	Self Assessment			Assessment		
	Rarely Demonstrates	Usually Demonstrates	Consistently Demonstrates	Rarely Demonstrates	Usually Demonstrates	Consistently Demonstrates
Attends scheduled training courses, and demonstrates a desire to learn and understand industry knowledge and best practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applies new knowledge at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates in business improvement projects and provides feedback when asked.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer Service						
Effectively responds to all messages within 24 hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quickly builds rapport and easily establishes relationships with customers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relates well to different types of people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listens and uses diplomacy and tact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates a positive, friendly and professional attitude.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of competency established: Yes / No

Signed by staff member: _____ Date: _____

Signed by assessor: _____ Date: _____

KEY	
Competent	fully demonstrates all of the competencies required
Partially competent	demonstrates most of the competencies required (i.e. more than 50% but less than 95%)
Not yet competent	demonstrates some of the competencies required (i.e. less than 50%)

Training undertaken/received:

Exposure: processing / inspection / other

Team Leader/Senior Comments on Peer Reviews:

