

## Appendix 1 – Index and location of supporting information

### BCA matters

|   |  |
|---|--|
| Accreditation Regulations cross reference table | Appendix 2   |
| Application forms                               | Appendix 4   |
| Archived Product Information                    | Sugar shack  |
| Archived Standards                              | Building Managers office                                   |
| Calibration Schedule                            | Appendix 6   |
| Checksheets                                     | Appendix 5   |
| Contractor Agreements – BCA                     | Appendix 7   |
| Equipment list                                  | Appendix 6   |
| Legislation                                     | Office computers Brookers electronic                       |
| User guides                                     | Appendix 3   |
|   | Available to public at Reg Serv counter and on CDC website |
| Register of Contractors                         | Building Managers office                                   |
| Register of producer statement authors          | Building Managers office                                   |
| Technical Library listing & locations           | Processing office  |

### Council Agreements

|  |                                  |
|--|----------------------------------|
| Contractor Agreements – Council                            | District Assets Department – Ani |
| Shared Service Agreement – Computer System                 | Corporate Services Manager       |
| Southern Building Control Group Resource Sharing Agreement | Appendix 8                       |
| Southern Building Control Group MOU                        | Appendix 8                       |

### Council Policies / Plans etc

|   |                              |
|---|------------------------------|
| Council Records Policy                              | Corporate Services manager   |
| Council Schedule of fees and charges                | CDC Intranet and admin staff |
| Delegations Manual                                  | HR office                    |
| Council Advertising and Media Communications Policy | HR office / Staff Handbook   |

### Council staff policies / records

|  |                                   |
|--|-----------------------------------|
| Accident reporting, Recording and Investigation Policy | HR office / Staff Handbook        |
| Aggravated Robbery Policy                              | HR office / Staff Handbook        |
| Annual Leave Policy                                    | HR office / employment agreements |
| Cell Phone Policy                                      | HR office / Staff Handbook        |
| Confidentiality Requirements                           | Employment agreement              |
| Email Policy   | HR office / Staff Handbook        |
| Internet Policy  | HR office / Staff Handbook        |
| Job Descriptions                                       | HR office                         |
| Occupational Safety and Health Policy and Rules        | HR office / Staff Handbook        |
| Organisational Charts                                  | HR office                         |
| Performance Appraisal System                           | HR office                         |
| Protected Disclosure Policy                            | HR office / Staff Handbook        |
| Resolution of employment relationship problems         | HR office / Staff Handbook        |
| Sexual Harassment Procedure                            | Employment agreement              |

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| Smokefree Policy                    | HR office / Staff Handbook        |
| Staff Code of Conduct               | HR office / employment agreements |
| Staff Files                         | HR office                         |
| Staff Training Policy               | HR office / Staff handbook        |
| Termination of Employment Procedure | Employment agreement              |
| Time in Lieu Policy                 | HR office / Staff Handbook        |
| Training Records                    | HR office                         |
| Uniform Policy                      | HR office / Staff Handbook        |
| Vehicle Policy                      | HR office / Staff Handbook        |
| Vision Policy                       | HR office / Staff Handbook        |
| Visitor Policy                      | HR office / Staff Handbook        |
| Warrants of Appointment             | Copies in HR Office               |