

## AFDA to AFDA Express Mapping Guide

This guide enables AFDA classes to be mapped to merged or ‘rolled up’ classes in AFDA Express. It is arranged by the function and activity business classification scheme (BCS) of AFDA. The document will be useful for agencies wishing to check the minimum retention periods in AFDA to assist in deciding whether the rolled-up AFDA Express disposal action best meets their administrative needs. It will also be a useful sentencing tool for agencies using the BCS to title records on creation.

Some activities have a ‘No class’ entry in the AFDA column. In these instances other AFDA functions and activities are referred to through ‘For’ statements leading to a disposal class. For example, in the AFDA BCS most functions include ‘Acquisition’, ‘Contracting-out’ and ‘Tendering’ that are now covered under classes in the Procurement function. With these ‘No class’ entries the mapping document indicates which AFDA Express class should be used.

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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
COMMUNITY RELATIONS	Acquisition	No Class	20317
	Addresses (presentations)	20921	20439
	Addresses (presentations)	1003	20443
	Addresses (presentations)	1004	20443
	Arrangements	1005	20443
	Celebrations	1006	20439
	Celebrations	1007	20443
	Celebrations	1008	20443
	Ceremonies	1009	20439
	Ceremonies	1010	20443
	Ceremonies	1011	20443
	Committees	1012	20443
	Committees	1013	20443
	Conferences	1014	20443
	Conferences	1015	20443
	Conferences	1016	20443
	Conferences	20922	20443
	Conferences	1018	20443
	Conferences	1019	20443
	Contracting-out	No Class	20317
	Customer Service	1021	20443
	Customer Service	1022	20443
	Customer Service	1023	20443
	Donations	1024	20439
	Donations	1025	20443
	Donations	1026	20443
	Donations	1027	20443
	Enquiries	1028	20443
	Evaluation	1029	20443
	Exhibitions	1030	20443
	Functions (social)	1031	20443
	Grant Funding	1032	20443
	Grant Funding	1033	20443
	Greetings	1034	20443
	Implementation	1035	20443
	Joint Ventures	1036	20443
	Joint Ventures	20923	20440
	Joint Ventures	20924	20441
	Joint Ventures	20925	20442
	Joint Ventures	1040	20443
	Liaison	1041	20443
	Marketing	1042	20443
	Media Relations	1043	20439
	Media Relations	1044	20443
	Media Relations	1045	20443
	Meetings	1046	20443
	Meetings	1047	20443
	Planning	1048	20443
	Planning	1049	20443
	Planning	1050	20443

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
COMMUNITY RELATIONS (cont)	Planning	1051	20443
	Policy	1052	20443
	Policy	1053	20443
	Policy	1054	20443
	Policy	1055	20443
	Procedures	1056	20443
	Procedures	1057	20443
	Procedures	1058	20443
	Public Reaction	1059	20443
	Reporting	1060	20443
	Reporting	1061	20443
	Reporting	1062	20443
	Reporting	1063	20443
	Reporting	1064	20443
	Representatives	1065	20443
	Research	1066	20443
	Research	1067	20443
	Reviewing	1068	20443
	Reviewing	1069	20443
	Security	1070	20443
	Submissions	1071	20443
	Submissions	1072	20443
	Submissions	1073	20443
	Suggestions	1074	20443
	Tendering	No Class	20314 - 20317
	Visits	1085	20443
	Visits	1086	20443
Visits	1087	20443	
Visits	1088	20443	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
COMPENSATION	Accidents	No class	20253, 20255, 20304, 20460, 20464, 20467
	Acquisition	No class	20317
	Advice	1090	20255
	Agreements	No class	20255
	Authorisation	1091	20255
	Authorisation	1092	20255
	Authorisation	1093	20255
	Authorisation	1094	20255
	Cases	20926	20253
	Claims	1096	20255
	Claims	1097	20255
	Committees	1098	20255
	Committees	1099	20255
	Compliance	1100	20255
	Contracting-out	No class	20317
	Insurance	20927	20255
	Insurance	1103	20254

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
COMPENSATION (cont)	Insurance	20928	20255
	Payments	1104	20255
	Policy	20929	20255
	Policy	1106	20255
	Policy	1107	20255
	Policy	1108	20255
	Procedures	1109	20255
	Procedures	1110	20255
	Procedures	1111	20255
	Reporting	20930	20255
	Reporting	20931	20255
	Reporting	20932	20255
	Reviewing	1112	20255
	Reviewing	1113	20255
	Risk Management	20933	20255
	Risk Management	20934	20255
Tendering	No class	20314 - 20317	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
EQUIPMENT & STORES	Acquisition	No class	20317
	Agreements	20935	20256
	Agreements	1128	20256
	Allocation	1129	20256
	Allocation	1130	20256
	Arrangements	1131	20256
	Arrangements	1132	20256
	Arrangements	1133	20256
	Audit	1134	20256
	Audit	1135	20256
	Authorisation	1136	20256
	Authorisation	1137	20256
	Claims	1138	20256
	Compliance	1139	20256
	Construction	No class	19489
	Contracting-out	No class	20317
	Disposal	1142	20256
	Disposal	1143	20256
	Distribution	1144	20256
	Distribution	1145	20256
	Evaluation	No class	20317, 20256
	Inspections	1148	20256
	Installation	1149	20256
	Installation	1150	20256
	Insurance	1151	20256
	Insurance	1152	20256
	Inventory	1153	20256
	Leasing	No class	20317
	Leasing-out	1155	20256
	Maintenance	1156	20256

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
EQUIPMENT & STORES (cont)	Policy	1157	20256
	Policy	1158	20256
	Procedures	1159	20256
	Procedures	1160	20256
	Procedures	1161	20256
	Procedures	1162	20256
	Reporting	1163	20256
	Reviewing	1164	20256
	Reviewing	1165	20256
	Risk Management	1166	20256
	Risk Management	1167	20256
	Security	1168	20256
	Security	1169	20256
	Stocktake	1170	20256
	Tendering	No class	20314 - 20317

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
ESTABLISHMENT	Advice	1181	20258
	Authorisation	1182	20258
	Authorisation	1183	20258
	Committees	1184	20258
	Committees	1185	20258
	Evaluation	1186	20258
	Meetings	1187	20258
	Meetings	1188	20258
	Planning	1189	20258
	Planning	1190	20258
	Planning	1191	20258
	Planning	1192	20258
	Policy	1193	20258
	Policy	1194	20258
	Policy	1195	20258
	Policy	1196	20258
	Procedures	1197	20258
	Procedures	1198	20258
	Procedures	1199	20258
	Reporting	1200	20258
	Reporting	1201	20258
	Reporting	1202	20258
	Reporting	1203	20258
	Restructuring	1204	20258
	Restructuring	1205	20258
	Restructuring	1206	20257
	Restructuring	1207	20258
	Reviewing	1208	20258
	Reviewing	1209	20258
	Reviewing	1210	20258
	Vacancies	1211	20258
	Variations	1212	20258

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
ESTABLISHMENT(cont)	Variations	1213	20258

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
FINANCIAL MANAGEMENT	Accounting	1214	20260
	Accounting	1215	20260
	Accounting	20936	20260
	Accounting	1217	20260
	Accounting	1218	20260
	Accounting	1219	20260
	Accounting	1220	20260
	Accounting	1221	20260
	Accounting	1222	20260
	Accounting	1223	20260
	Accounting	1224	20260
	Accounting	1225	20260
	Accounting	1226	20260
	Acquisition	No class	20317
	Advice	1228	20260
	Agreements	20937	20260
	Agreements	1230	20260
	Allocation	1231	20260
	Asset Register	1232	20260
	Asset Register	1233	20260
	Audit	1234	20259
	Audit	1235	20260
	Audit	1236	20260
	Authorisation	1237	20259
	Authorisation	1238	20259
	Budgeting	1239	20260
	Budgeting	1240	20260
	Budgeting	1241	20260
	Budgeting	1242	20260
	Budgeting	1243	20260
	Committees	1244	20260
	Committees	1245	20260
	Compliance	1246	20260
	Contracting-out	No class	20317
	Donations	1248	20260
	Evaluation	1249	20260
	Financial Statements	1250	20260
	Fraud	1251	20260
	Fraud	1252	20260
	Grant Funding	1253	20260
Inventory	1254	20260	
Meetings	1255	20260	
Meetings	1256	20260	
Payments	1257	20260	
Planning	1258	20260	
Planning	1259	20260	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
FINANCIAL MANAGEMENT (cont)	Planning	1260	20260
	Planning	1261	20260
	Policy	1262	20260
	Policy	1263	20260
	Policy	1264	20260
	Policy	1265	20260
	Procedures	1266	20260
	Procedures	1267	20260
	Procedures	1268	20260
	Reporting	1269	20260
	Reporting	1270	20260
	Reporting	1271	20260
	Reporting	1272	20260
	Reviewing	1273	20260
	Reviewing	1274	20260
	Risk Management	1275	20260
	Risk Management	1276	20260
	Salaries	20938	20260
	Standards	1278	20260
	Tendering	No class	20314 - 20317
Treasury Management	1289	20260	
Treasury Management	1290	20260	
Treasury Management	1291	20260	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
FLEET MANAGEMENT	Accidents	1292	20263
	Acquisition	No Class	20317
	Agreements	1295	20263
	Agreements	1296	20263
	Allowances	1297	20263
	Arrangements	1298	20263
	Authorisation	1299	20263
	Authorisation	1300	20263
	Authorisation	1301	20263
	Authorisation	1302	20263
	Claims	1303	20263
	Committees	1304	20263
	Committees	1305	20263
	Compliance	1306	20263
	Compliance	1307	20263
	Compliance	1308	20263
	Contracting-out	No Class	20317
	Disposal	1310	20263
	Disposal	1311	20263
	Infringements	1312	20263
	Insurance	1313	20263
	Insurance	1314	20263
	Leasing	No Class	20317
	Maintenance	1317	20261

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
FLEET MANAGEMENT (cont)	Maintenance	1318	20262
	Meetings	1319	20263
	Meetings	1320	20263
	Policy	1321	20263
	Policy	1322	20263
	Policy	1323	20263
	Policy	1324	20263
	Procedures	1325	20263
	Procedures	1326	20263
	Procedures	1327	20263
	Reporting	1328	20263
	Reporting	1329	20263
	Reporting	1330	20263
	Reporting	1331	20263
	Tendering	No Class	20314 - 20317

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
GOVERNMENT RELATIONS	Addresses (presentations)	1342	20267
	Addresses (presentations)	1343	20270
	Addresses (presentations)	1344	20270
	Advice	1345	20268
	Advice	1346	20267
	Advice	1347	20267
	Advice	1348	20267
	Advice	1349	20270
	Advice	1350	20270
	Advice	1351	20270
	Advice	1352	20268
	Advice	20949	20270
	Advice	20948	20270
	Agency Liaison	20950	20270
	Agreements	1354	20267
	Agreements	1355	20267
	Agreements	1356	20270
	Agreements	1357	20270
	Committees	1358	20267
	Committees	1359	20270
	Committees	1360	20270
	Committees	1361	20270
	Committees	1362	20270
	Committees	1363	20270
	Compliance	1364	20270
	Customer Service	1365	20270
	Customer Service	1366	20270
	Customer Service	1367	20270
	Implementation	1368	20270
	Inquiries	1369	20267
	Inquiries	1370	20267
	Inquiries	1371	20270
	Inquiries	1372	20270



FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
GOVERNMENT RELATIONS (cont)	Inquiries	1373	20270
	Joint Ventures	1374	20267
	Joint Ventures	1375	20267
	Joint Ventures	1376	20270
	Joint Ventures	1377	20270
	Legislation	1378	20267
	Media Relations	1379	20267
	Media Relations	1380	20270
	Media Relations	1381	20270
	Meetings	1382	20270
	Meetings	1383	20270
	Policy	1384	20270
	Policy	1385	20270
	Policy	1386	20270
	Policy	1387	20270
	Procedures	1388	20270
	Procedures	1389	20270
	Procedures	1390	20270
	Reporting	1391	20267
	Reporting	1392	20267
	Reporting	1393	20270
	Reporting	1394	20270
	Reporting	1395	20270
	Reporting	1396	20270
	Representations	1397	20270
	Representations	1398	20267
	Representations	1399	20269
	Representations	1400	20270
	Representations	1401	20270
	Representatives	1402	20270
	Research	1403	20270
	Research	1404	20270
	Reviewing	1405	20270
	Reviewing	1406	20270
	Security	1407	20270
	Submissions	1408	20268
	Submissions	1409	20267
	Submissions	1410	20267
	Submissions	1411	20267
	Submissions	1412	20270
	Submissions	1413	20270
Visits	1414	20270	
Visits	1415	20267	
Visits	1416	20270	
Visits	1417	20270	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
INDUSTRIAL RELATIONS	Advice	1418	20274
	Agreements	20951	20272
	Agreements	1420	20274
	Allowances	1421	20274
	Appeals (decisions)	20952	20274
	Appeals (decisions)	1423	20274
	Claims	1424	20274
	Committees	1425	20273
	Committees	1426	20273
	Compliance	1427	20274
	Contracting-out	No class	20317
	Disputes	1429	20274
	Enterprise Bargaining	20953	20272
	Grievances	1432	20274
	Industrial Action	1433	20271
	Industrial Action	1434	20274
	Infringements	1435	20274
	Inspections	1436	20274
	Inspections	1437	20274
	Insurance	1438	20274
	Insurance	1439	20274
	Meetings	1440	20274
	Meetings	1441	20274
	Planning	1442	20274
	Planning	1443	20274
	Planning	1444	20274
	Planning	1445	20274
	Policy	1446	20271
	Policy	1447	20274
	Policy	1448	20274
	Policy	1449	20274
	Procedures	1450	20274
	Procedures	1451	20274
	Procedures	1452	20274
	Reporting	1453	20274
	Reporting	1454	20274
	Reporting	1455	20274
	Reporting	1456	20274
	Research	1457	20274
	Research	1458	20274
	Risk Management	20954	20274
	Risk Management	20955	20274
	Tendering	No class	20314 - 20317

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
INFORMATION MANAGEMENT	Acquisition	No class	20317
	Advice	1470	20448
	Agreements	1471	20448
	Agreements	1472	20448
	Audit	1473	20448
	Audit	1474	20448
	Audit	1475	20448
	Authorisation	1476	20448
	Authorisation	1477	20448
	Cases	1478	20444
	Cases	1479	20446
	Cases	1480	20448
	Cases	1481	20448
	Committees	1482	20448
	Committees	1483	20448
	Compliance	1484	20448
	Compliance	1485	20448
	Conservation	1486	20448
	Conservation	1487	20448
	Conservation	1488	20448
	Contracting-out	No class	20317
	Control	1490	20444
	Control	1491	20448
	Control	1492	20448
	Control	1493	20444
	Control	1494	20444
	Control	1495	20444
	Control	1496	20448
	Control	1497	20448
	Customer Service	1498	20448
	Customer Service	1499	20448
	Customer Service	1500	20448
	Customer Service	1501	20448
	Data Administration	1502	20448
	Disposal	1503	20448
	Disposal	1504	20448
	Disposal	1505	20444
	Disposal	1506	20448
	Distribution	1507	20448
	Donations	1508	20448
	Enquiries	1509	20448
	Enquiries	1510	20448
	Evaluation	1511	20448
	Implementation	1512	20448
	Implementation	1513	20444
	Inspections	1514	20448
	Intellectual Property	1515	20448
	Intellectual Property	1516	20448
	Inventory	1517	20448
	Marketing	1518	20448
Meetings	1519	20448	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
INFORMATION MANAGEMENT (cont)	Meetings	1520	20448
	Planning	1521	20448
	Planning	1522	20448
	Planning	1523	20448
	Planning	1524	20448
	Policy	1525	20448
	Policy	1526	20448
	Policy	1527	20448
	Policy	1528	20448
	Policy	20956	20445
	Policy	1530	20448
	Policy	1531	20448
	Privacy	1532	20448
	Privacy	1533	20448
	Procedures	1534	20448
	Procedures	1535	20448
	Procedures	1536	20444
	Procedures	1537	20448
	Reporting	1538	20448
	Reporting	1539	20448
	Reporting	1540	20448
	Reporting	1541	20448
	Reporting	1542	20448
	Research	1543	20448
	Research	1544	20448
	Restructuring	1545	20447
	Restructuring	1546	20448
	Reviewing	1547	20448
	Reviewing	1548	20448
	Risk Management	1549	20448
	Risk Management	1550	20448
	Security	1551	20444
	Security	1552	20448
Security	1553	20448	
Standards	1554	20448	
Submissions	1555	20448	
Suggestions	1556	20448	
Tendering	No class	20314 - 20317	

FUNCTION	ACTIVITY	AFDA CLASS	NEW AFDA EXPRESS CLASS
LEGAL SERVICES	Advice	21021	20449
	Advice	21022	20455
	Advice	1569	20455
	Agreements	1570	20455
	Agreements	1571	20450
	Agreements	20957	20451
	Agreements	1573	20452
	Agreements	20958	20453
	Agreements	20959	20455
	Claims	1576	20455

FUNCTION	ACTIVITY	AFDA CLASS	NEW AFDA EXPRESS CLASS
LEGAL SERVICES (cont)	Committees	1577	20455
	Committees	1578	29455
	Compliance	1579	20455
	Contracting-out	No class	20317
	Infringements	1581	20455
	Inquiries	1582	20455
	Intellectual Property	1583	20455
	Intellectual Property	1584	20455
	Litigation	1585	20449
	Litigation	1586	20455
	Meetings	1587	20455
	Meetings	1588	20455
	Planning	1589	20455
	Planning	1590	20455
	Planning	1591	20455
	Planning	1592	20455
	Policy	1593	20455
	Policy	1594	20455
	Policy	1595	20455
	Policy	1596	20455
	Procedures	1597	20455
	Procedures	1598	20455
	Procedures	1599	20455
	Reporting	1600	20455
	Reporting	1601	20455
	Reporting	1602	20455
	Reporting	1603	20455
	Research	1604	20455
	Research	1605	20455
	Reviewing	1606	20455
	Reviewing	1607	20455
	Risk Management	20960	20455
	Risk Management	20961	20455
Submissions	No class	20267 / 20268 / 20443	
Tendering	No class	20314 - 20317	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
OCCUPATIONAL HEALTH & SAFETY	Accidents	1619	20460(Reports) / 20463(Register)
	Accidents	1620	20467
	Accidents	1621	20464
	Accidents	1622	20467
	Advice	1623	20467
	Agreements	1624	20467
	Agreements	1625	20467
	Appeals (decisions)	1626	20467
	Audit	1627	20467
	Audit	1628	20467
	Authorisation	1629	20467

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS	
OCCUPATIONAL HEALTH & SAFETY (cont)	Authorisation	1630	20467	
	Cases	1631	20456	
	Committees	1632	20467	
	Committees	1633	20467	
	Committees	1634	20467	
	Compliance	1635	20467	
	Compliance	1636	20467	
	Compliance	1637	20467	
	Compliance	1638	20467	
	Compliance	1639	20457	
	Compliance	1640	20457	
	Compliance	1641	20465	
	Contracting-out	No class		20317
	Evaluation	1643		20467
	Health Promotion	1644		20467
	Health Promotion	1645		20467
	Health Promotion	1646		20467
	Implementation	1647		20467
	Inquiries	1648		20466
	Inspections	1649		20459
	Inspections	1650		20466
	Inspections	1651		20457
	Meetings	1652		20467
	Meetings	1653		20467
	Planning	1654		20467
	Planning	1655		20467
	Planning	1656		20467
	Policy	1657		20467
	Policy	1658		20461
	Policy	1659		20467
	Policy	1660		20467
	Policy	1661		20467
	Procedures	1662		20458
	Procedures	1663		20467
	Procedures	1664		20467
	Procedures	1665		20467
	Reporting	1666		20467
	Reporting	1667		20467
	Reporting	1668		20467
	Representatives	1669		20467
	Representatives	1670		20467
	Representatives	1671		20467
	Research	1672		20467
Research	1673		20467	
Reviewing	1674		20466	
Reviewing	1675		20467	
Risk Management	1676		20457	
Risk Management	1677		20462	
Risk Management	1678		20457	
Standards	1679		20467	
Tendering	No class		20314 - 20317	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PERSONNEL	Accidents	1690	20304
	Advice	21133	20313
	Agreements	1691	20304
	Agreements	1692	20313
	Allowances	1693	20313
	Arrangements	1694	20313
	Authorisation	1695	20313
	Authorisation	1696	20313
	Claims	1697	20313
	Committees	1698	20313
	Committees	1699	20313
	Compliance	1700	20313
	Contracting-out	no class	20317
	Counselling	1702	20313
	Counselling	1703	20313
	Discipline	20962	20308
	Discipline	1705	20312
	Discipline	1706	20304
	Discipline	1707	20312
	Employment Conditions	1708	20304
	Employment Conditions	20963	20304
	Employment Conditions	1710	20305
	Employment Conditions	1711	20313
	Employment Conditions	1712	20313
	Employment Conditions	1713	20313
	Employment Conditions	1714	20304
	Employment Conditions	20964	20304
	Employment Conditions	1715	20304
	Employment Conditions	1716	20313
	Employment Conditions	1717	20313
	Employment Conditions	20965	20313
	Employment Conditions	1720	20313
	Evaluation	1721	20313
	Grievances	1722	20313
	Infringements	1723	20313
	Insurance	1724	20313
	Insurance	1725	20313
	Leave	1726	20304
	Leave	1727	20304
	Leave	1728	20313
	Marketing	1729	20313
	Meetings	1730	20313
Meetings	1731	20313	
Moving	1732	20313	
Performance Management	1733	20313	
Performance Management	1734	20310	
Performance Management	1735	20313	
Planning	1736	20313	
Planning	1737	20313	
Planning	1738	20313	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PERSONNEL (cont)	Planning	1739	20313
	Policy	20966	20313
	Policy	1741	20313
	Policy	1742	20313
	Policy	1743	20313
	Procedures	1744	20313
	Procedures	1745	20313
	Procedures	1746	20313
	Recruitment	20967	20313
	Recruitment	1748	20313
	Rehabilitation	1749	20313
	Reporting	1750	20313
	Reporting	1751	20313
	Reporting	1752	20313
	Reporting	1753	20313
	Reporting	1754	20313
	Representatives	1755	20313
	Reviewing	1756	20313
	Reviewing	1757	20313
	Reviews (decisions)	1758	20313
	Reviews (decisions)	1759	20313
	Reviews (decisions)	1760	20313
	Salaries	20968	20304
	Salaries	20970	20313
	Salaries	20971	20311
	Salaries	20969	20304
	Salaries	1763	20313
	Security	1764	20306
	Security	1765	20313
	Security	1766	20307
	Separations	1767	20304
	Separations	1768	20313
	Social Clubs	1769	20313
	Suggestions	1770	20313
	Suggestions	1771	20313
	Tendering	No class	20314 - 20317

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PROCUREMENT	Acquisition	19477	20317
	Acquisition	19478	20317
	Acquisition	19479	20317
	Acquisition	19480	20317
	Advice	19481	20317
	Agreements	19482	20317
	Audit	19483	20317
	Audit	19484	20317
	Authorisation	19485	20317
	Authorisation	19486	20317
	Committees	21131	20317
	Committees	21132	20317



FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PROCUREMENT (cont)	Complaints	21130	20317
	Compliance	19487	20317
	Construction	19488	20317
	Contracting-out	19489	20317
	Evaluation	19490	20317
	Evaluation	19491	20317
	Leasing	19492	20317
	Leasing	19493	20317
	Leasing	19494	20317
	Leasing	19495	20317
	Meetings	19496	20317
	Meetings	19497	20317
	Planning	19498	20317
	Planning	19499	20317
	Planning	19500	20317
	Policy	19501	20317
	Policy	19502	20317
	Policy	19503	20317
	Procedures	19504	20317
	Procedures	19505	20317
	Reporting	19506	20317
	Reporting	19507	20317
	Reporting	19508	20317
	Reviewing	19509	20317
	Reviewing	19510	20317
	Risk Management	19511	20317
	Risk Management	19512	20317
	Tendering	19513	20317
	Tendering	19514	20317
	Tendering	19515	20317
	Tendering	19516	20317
	Tendering	19517	20317
	Tendering	19518	20314
Tendering	19519	20315	
Tendering	19520	20316	
Tendering	19521	20317	
Tendering	19522	20317	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PROPERTY MANAGEMENT	Acquisition	1782	20318
	Acquisition	1783	20328
	Acquisition	1784	20326
	Acquisition	1785	20328
	Acquisition	1786	20328
	Acquisition	20978	20320
	Acquisition	20979	20321
	Acquisition	20980	20322
	Advice	20981	20328
	Agreements	20982	20328
	Agreements	1792	20328

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PROPERTY MANAGEMENT (cont)	Agreements	1793	20328
	Appeals (decisions)	1794	20324
	Arrangements	1795	20328
	Audit	20983	20319
	Audit	20984	20328
	Audit	1797	20328
	Authorisation	1798	20328
	Authorisation	1799	20328
	Claims	1800	20324
	Claims	1801	20328
	Committees	1802	20318
	Committees	1803	20328
	Committees	1804	20328
	Compliance	1805	20328
	Conservation	20985	20318
	Conservation	1807	20325
	Conservation	1808	20318
	Construction	1809	20318
	Construction	20986	20325
	Construction	1811	20328
	Construction	1812	20328
	Contracting-out	1813	20328
	Disposal	1814	20318
	Disposal	1815	20328
	Disposal	20987	20320
	Disposal	20988	20321
	Disposal	20989	20322
	Evaluation	1819	20328
	Fit-outs	1820	20318
	Fit-outs	20990	20325
	Implementation	1822	20318
	Implementation	1823	20325
	Implementation	1824	20328
	Implementation	1825	20328
	Inspections	1826	20328
	Inspections	1827	20319
	Installation	20991	20325
	Insurance	1829	20328
	Insurance	1830	20328
	Inventory	1831	20328
	Leasing	1832	20328
	Leasing	1833	20328
	Leasing	20992	20328
	Leasing-out	1834	20328
	Leasing-out	1835	20328
	Leasing-out	20993	20328
	Lost property	20994	20328
	Lost property	20995	20328
	Maintenance	1836	20318
	Maintenance	1837	20325
Maintenance	1838	20325	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PROPERTY MANAGEMENT (cont)	Maintenance	1839	20319
	Maintenance	1840	20323
	Maintenance	1841	20328
	Maintenance	1842	20328
	Maintenance	1843	20328
	Maintenance	1844	20328
	Meetings	1845	20328
	Meetings	1846	20328
	Moving	1847	20328
	Planning	1848	20318
	Planning	1849	20328
	Planning	1850	20328
	Planning	1851	20328
	Planning	1852	20328
	Policy	1853	20328
	Policy	1854	20328
	Policy	1855	20328
	Policy	1856	20328
	Procedures	1857	20328
	Procedures	1858	20328
	Procedures	1859	20328
	Reporting	1860	20318
	Reporting	1861	20325
	Reporting	1862	20328
	Reporting	1863	20328
	Reporting	1864	20328
	Reporting	1865	20328
	Reviewing	1866	20318
	Reviewing	1867	20328
	Reviewing	1868	20328
	Risk Management	1869	20328
	Risk Management	1870	20328
	Security	1871	20318
	Security	1872	20328
	Security	1873	20328
	Security	1874	20328
	Security	1875	20328
	Security	1876	20327
	Tendering	20996	20328
	Tendering	1878	20328
	Tendering	1879	20328
	Tendering	20997	20328
Tendering	1881	20328	
Tendering	20998	20320	
Tendering	20999	20321	
Tendering	21000	20322	
Tendering	21001	20328	
Tendering	1886	20328	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PUBLICATION	Advice	1887	20337
	Agreements	1888	20337
	Agreements	1889	20337
	Agreements	1890	20332
	Committees	1891	20337
	Committees	1892	20337
	Compliance	1893	20337
	Contracting-out	No class	20317
	Corporate Style	1895	20337
	Corporate Style	1896	20337
	Corporate Style	1897	20337
	Corporate Style	1898	20337
	Disposal	1899	20337
	Disposal	1900	20337
	Distribution	1901	20337
	Drafting	1902	20337
	Enquiries	1903	20337
	Evaluation	1904	20337
	Evaluation	1905	20337
	Intellectual Property	1906	20337
	Intellectual Property	1907	20337
	Joint Ventures	1908	20337
	Joint Ventures	21002	20333
	Joint Ventures	1910	20334
	Joint Ventures	21003	20335
	Joint Ventures	1912	20337
	Marketing	1913	20337
	Marketing	1914	20337
	Marketing	1915	20337
	Meetings	1916	20337
	Meetings	1917	20337
	Planning	1918	20337
	Planning	1919	20337
	Planning	1920	20337
	Planning	1921	20337
	Planning	1922	20337
	Planning	1923	20337
	Policy	1924	20337
	Policy	1925	20337
	Policy	1926	20337
	Policy	1927	20337
	Procedures	1928	20337
	Procedures	1929	20337
	Procedures	1930	20337
	Production	1931	20329
	Production	1932	20330
	Production	21188	20329
	Production	1934	20329
	Production	1935	20329
	Production	1936	20337

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
PUBLICATION (cont)	Production	21189	20331
	Production	1938	20336
	Reporting	1939	20337
	Reporting	1940	20337
	Reporting	1941	20337
	Reporting	1942	20337
	Research	1943	20337
	Research	1944	20337
	Reviewing	1945	20337
	Reviewing	1946	20337
	Risk Management	1947	20337
	Risk Management	1948	20337
	Risk Management	1949	20337
	Stocktake	1950	20337
	Tendering	No class	20314 - 20317

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
STAFF DEVELOPMENT	Acquisition	No class	20317
	Addresses (presentations)	1962	20339
	Addresses (presentations)	1963	20339
	Advice	1964	20339
	Allowances	1965	20339
	Arrangements	1966	20339
	Audit	1967	20339
	Audit	1968	20339
	Authorisation	1969	20339
	Authorisation	1970	20339
	Committees	1971	20339
	Committees	1972	20339
	Compliance	1973	20339
	Conferences	1974	20339
	Conferences	1975	20339
	Conferences	1976	20339
	Conferences	1977	20339
	Conferences	1978	20339
	Conferences	1979	20339
	Contracting-out	No class	20317
	Evaluation	1981	20339
	Meetings	1982	20339
	Meetings	1983	20339
	Planning	1984	20339
	Planning	1985	20339
	Planning	1986	20339
	Planning	1987	20339
	Policy	1988	20339
	Policy	1989	20339
	Policy	1990	20339
	Policy	1991	20339
	Procedures	1992	20339

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
STAFF DEVELOPMENT (cont)	Procedures	1993	20339
	Procedures	1994	20339
	Reporting	1995	20339
	Reporting	1996	20339
	Reporting	1997	20339
	Reporting	1998	20339
	Reviewing	1999	20339
	Reviewing	2000	20339
	Tendering	No class	20314 - 20317
	Training	2011	20339
	Training	2012	20339
	Training	2013	20339
	Training	2014	20339
	Training	2015	20339
	Training	2016	20339
	Training	2017	20339
	Training	2018	20339
	Training	2019	20339
	Training	2020	20338
Training	2021	20338	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
STRATEGIC MANAGEMENT	Advice	21004	20342
	Agreements	2022	20342
	Agreements	2023	20342
	Audit	2024	20341
	Audit	2025	23042
	Committees	2026	20340
	Committees	2027	20341
	Committees	2028	20342
	Committees	2029	20342
	Compliance	2030	20342
	Contracting-out	No class	20317
	Customer Service	2032	20342
	Customer Service	2033	20342
	Evaluation	2034	20342
	Fraud	2035	20342
	Fraud	2036	20342
	Grant Funding	2037	20342
	Implementation	2038	20342
	Legislation	2039	20340
	Meetings	2040	20342
	Meetings	2041	20342
	Meetings	2042	20342
	Performance Management	21005	20340
	Performance Management	21006	20342
	Planning	2044	20340
	Planning	2045	20342
	Planning	2046	20342
	Planning	2047	20342

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS
STRATEGIC MANAGEMENT (cont)	Planning	2048	20342
	Policy	2049	20340
	Policy	2050	20342
	Policy	2051	20342
	Policy	2052	20342
	Procedures	2053	20342
	Procedures	2054	20342
	Procedures	2055	20342
	Reporting	2056	20340
	Reporting	2057	20342
	Reporting	2058	20342
	Reporting	2059	20342
	Reporting	2060	20342
	Research	2061	20342
	Research	2062	20342
	Reviewing	2063	20341
	Reviewing	2064	20342
	Risk Management	2065	20342
	Risk Management	2066	20342
	Standards	2067	20342
Tendering	No class	20314 - 20317	

FUNCTION	ACTIVITY	AFDA CLASS	NEW AFDA EXPRESS CLASS
TECHNOLOGY & TELECOMMUNICATIONS	Acquisition	No class	20317
	Advice	2081	20344
	Advice	2082	20344
	Agreements	21007	20344
	Agreements	2084	20344
	Allocation	2085	20344
	Application Development	2086	20344
	Application Development	2087	20344
	Application Development	2088	20344
	Application Development	2089	20344
	Audit	2090	20344
	Audit	2091	20344
	Authorisation	2092	20344
	Authorisation	2093	20344
	Committees	2094	20344
	Committees	2095	20344
	Compliance	2096	20344
	Contracting-out	No class	20317
	Control	2098	20344
	Control	2099	20344
	Control	2100	20344
	Control	2101	20344
	Control	2102	20344
	Customer Service	2103	20344
	Customer Service	2104	20344
	Data Administration	2105	20344
	Data Administration	2106	20344

FUNCTION	ACTIVITY	AFDA CLASS	NEW AFDA EXPRESS CLASS
TECHNOLOGY & TELECOMMUNICATIONS (cont)	Database Management	2107	20344
	Database Management	2108	20344
	Disposal	2109	20344
	Disposal	2110	20344
	Evaluation	2111	20344
	Evaluation	2112	20344
	Evaluation	2113	20344
	Evaluation	2114	20344
	Evaluation	2115	20344
	Evaluation	2116	20344
	Implementation	2117	20343
	Implementation	2118	20344
	Implementation	2119	20344
	Inspection	2120	20344
	Installation	2121	20344
	Installation	2122	20344
	Intellectual Property	2123	20344
	Intellectual Property	2124	20344
	Leasing	No class	20317
	Leasing-out	2126	20344
	Maintenance	2127	20344
	Meetings	2128	20344
	Meetings	2129	20344
	Modelling	2130	20344
	Operations	2131	20344
	Planning	2132	20344
	Planning	2133	20344
	Planning	2134	20344
	Planning	2135	20344
	Planning	2136	20344
	Policy	2137	20344
	Policy	2138	20344
	Policy	2139	20344
	Policy	2140	20344
	Privacy	2141	20344
	Privacy	2142	20344
	Procedures	2143	20344
	Procedures	2144	20344
	Procedures	2145	20344
	Procedures	2146	20344
	Reporting	2147	20344
	Reporting	2148	20344
	Reporting	2149	20344
	Reporting	2150	20344
	Reporting	2151	20344
	Research	2152	20344
	Research	2153	20344
	Restructuring	2154	20344
	Reviewing	2155	20344
	Reviewing	2156	20344
	Reviewing	2157	20344



FUNCTION	ACTIVITY	AFDA CLASS	NEW AFDA EXPRESS CLASS
TECHNOLOGY & TELECOMMUNICATIONS (cont)	Reviewing	2158	20344
	Reviewing	2159	20344
	Reviewing	2160	20344
	Reviewing	2161	20344
	Risk Management	2162	20344
	Risk Management	2163	20344
	Security	2164	20344
	Security	2165	20344
	Security	2166	20344
	Security	2167	20344
	Security	2168	20344
	Security	2169	20344
	Standards	2170	20344
	Tendering	No class	20314 - 20317