AFDA Express Version 2 Index

Establishment

2020

INDEX

This index lists the records, activities, classes and related key terms in the Establishment function of AFDA Express in single alphabetical sequence.

Indexed references should only be used as a guide to the Authority. The main access tool should be the function and class scope notes.

**A**

abolition of positions and assigned duties, establishment, *see* variations

acquisition, goods and services, establishment, *see* PROCUREMENT

advice (excluding legal advice), establishment, 62600

advice, legal, *see* LEGAL SERVICES

agreements and contracts, relating to privatisation, outsourcing or transfer of a function, *see* STRATEGIC MANAGEMENT

agreements and contracts, relating to transferred employees, personnel management, *see* PERSONNEL MANAGEMENT

agreements and contracts under seal (including deeds), establishment, *see* CONTRACTS UNDER SEAL/DEEDS

allocation of duties (to agency personnel), *see* variations

applications (to vary positions and assigned duties), establishment, *see* variations

appointments, establishment, *see* vacancies

assignment of duties (to agency personnel), assignment to individual employees, personnel management, *see* PERSONNEL MANAGEMENT

assignment of duties (to agency personnel), evaluation of, establishment, *see* evaluating

assignment of duties (to agency personnel), managing of, establishment, *see* variations

authorisation and delegations, establishment, 62598/62600

**C**

charts, organisational structure, establishment, *see* organisational structure

classification of positions and assigned duties, establishment, *see* variations

committees, establishment, 62600

contracts under seal (including deeds), establishment, *see* CONTRACTS UNDER SEAL/DEEDS

creation of positions and assigned duties, establishment, *see* variations

**D**

delegations and authorisation, establishment, 62598/62600

duties, *see* assignment of duties

**E**

establishment advice, *see* advice

establishment authorisations and delegations, 62600

establishment committees, 62600

establishment meetings, 62598/62600

establishment planning, 62600

establishment policy, 62600

establishment procedures, *see* procedures

establishment reports, *see* reporting and reports

establishment restructuring, *see* restructuring

establishment reviews, *see* reviewing and reviews

establishment variation authorities, *see* variations

evaluating (including evaluating positions and assigned duties of personnel), establishment, 62600

**M**

machinery of government (MOG) changes, *see* restructuring

meetings, establishment, 62598/62600

moving, *see* transfers

**O**

organisation changes, establishment, *see* restructuring

organisational charts, final versions, 62598/62600

organisational charts, development and establishment, 62600

organisational structure, establishment,

 development and establishment of original organisational structure, 62598/62600

 organisation charts, *see* organisational charts

 reviewing and altering existing organisational structure, *see* restructuring

outsourcing (of agency core business functions), establishment, *see* restructuring

**P**

planning and plans, establishment, 62600

privatisation, Australian Government entities and companies in their entirety, *see General Records Authority 34 – Establishing & winding up entities & companies*

privatisation, resulting in organisational restructure, establishment, *see* restructuring

policy, establishment, 62600

position profiles, establishment, *see* variations

procedures, establishment, final versions,62600

procedures, establishment, development and establishment, 62599\*

**R**

reclassification of positions and assigned duties, establishment, *see* variations

registers of risks, establishment, 62600

reporting and reports, establishment, final versions of reports, 62598/62600

reporting and reports, establishment, developing/drafting, 62599\*

reorganisation, establishment, *see* restructuring

restructuring, establishment,

 development and establishment of original organisational structure, 62598/62600

 development and establishment of new organisational structure, 62598/62600

 organisation charts, *see* organisational charts

 review of existing organisational structure, 62598/62600

reviewing and reviews, organisational structure, establishment, *see* restructuring

reviewing and reviews (other than reviews of organisational structure), establishment, final versions, 62600

reviewing and reviews (other than reviews of organisational structure), establishment, development of, 62599\*

risk management, establishment, 62600

risk registers, establishment, 62600

**S**

standards (including work level standards), establishment, 62600

**T**

transfers, core business functions to or from another organisation or jurisdiction, establishment, *see* restructuring

transfers, positions or assigned duties, establishment, *see* variations

transfers, personnel to fill positions or assigned duties (as a result of appointment, transfer or redeployment), personnel management, *see* PERSONNEL MANAGEMENT

**V**

vacancies, identifying and managing, establishment, 62600

vacancies, recruitment and appointment to fill, personnel management, *see* PERSONNEL MANAGEMENT

variations to positions or assigned duties (includes creating, varying, abolishing, transferring and reclassifying positions), establishment,

applications, 62600/62599\*

assignment of duties to individual employees, personnel management, *see* PERSONNEL MANAGEMENT

 management of, 62600

**W**

work level standards, developing and implementing, establishment, 62600

\* Default class 62600 can also be used to sentence where class 62599 is indicated.