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.

Α

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

ח

delegations and authorisation, establishment, 62598/62600 duties, *see* assignment of duties

Ε

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

М

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, 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

Т

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

٧

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.