

AFDA Express Version 2 Index

Legal Services

2018

INDEX

This index lists the records, activities, classes and related key terms in the Legal Services 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

advice (including legal advice), 62411 / 62414
access requests for information, litigation case files/records, see INFORMATION MANAGEMENT
acquisition, legal services (including via tender), see PROCUREMENT
administrative appeals tribunal case files/records, see appeals
agreements and contracts, legal services, 62414**
appeals, see litigation
appeals, case files/records, see litigation
appeals, compensation claims, see litigation
appeals, compensation claims, case files/records, see COMPENSATION
appeals, information access requests, case files/records, see INFORMATION MANAGEMENT
applications to access litigation case files/records, see INFORMATION MANAGEMENT
applications to reproduce copyright material, see copyright
audit, legal services, 62414
authorisation, legal services, 62414

B

breaches (of mandatory standards/rules/statutory requirements), by the agency, that do not proceed to litigation, 62414
breaches (of mandatory standards/rules/statutory requirements), by the agency, that proceed to litigation, see litigation
briefs for counsel, 62411 / 62414

C

Cabinet matters, legal advice, 62411
case files/records, litigation, see litigation
case files/records, litigation, compensation claims, see COMPENSATION
case files/records, litigation, information access request, see INFORMATION MANAGEMENT
circuit layouts, intellectual property relating to, see intellectual property
claims, proceed to litigation, see litigation
claims, do not proceed to litigation (including withdrawn claims), 62414
claims, compensation, see compensation claims
committees, legal services, 62414
compensation claims, appeals against court or tribunal decisions, see litigation
compensation claims, do not proceed to litigation, see COMPENSATION
compensation claims, proceed to litigation, see litigation
compensation claim case files/records, see COMPENSATION
compensation claim case files/records, appeals, see COMPENSATION

compliance, legal services standards, 62414
compliance, legal services statutory requirements, 62414
consultants, legal services, see PROCUREMENT
contract management, legal services, see PROCUREMENT
contracts, see agreements and contracts
contracts under seal, see CONTRACTS UNDER SEAL/DEEDS
copyright, see intellectual property
copyright, applications made by agency to reproduce material of other entities, see PUBLICATION
copyright, external applications received by agency to reproduce agency material, see PUBLICATION
court case, see litigation
court decisions, see litigation
court instructions, compliance, 62411 / 62414
court orders, see litigation
court proceedings, see litigation

D

debt recovery, see FINANCIAL MANAGEMENT
debtor registers and lists, see FINANCIAL MANAGEMENT
decisions, court or tribunal, see litigation
deeds (including deeds of indemnity and deeds of release), see CONTRACTS UNDER SEAL/DEEDS
delegations, legal services, 62414
directions, legal services, issued by Attorney-General, compliance with, 62414
directives, legal services see procedures
discovery activities (including coercive information gathering), see litigation
discovery orders, obtaining and enforcing, see litigation
discovery orders, complying with, see INFORMATION MANAGEMENT
disputes, legal see litigation
disputes, compensation, see compensation claims
driving or traffic infringements, see infringements

E

enquiries, legal services, 62414
evaluating, legal services, 62414

F

financial transactions, supporting legal services, see FINANCIAL MANAGEMENT
formal statements provided to inquiries, see submissions
Freedom of Information (FOI) applications, that proceed to litigation, see litigation
Freedom of Information (FOI) applications, requesting access to litigation case files/records, see INFORMATION MANAGEMENT

H

handbooks, legal services see procedures

I

indemnity, deeds of, see CONTRACTS UNDER SEAL/DEEDS
industrial issues, agency-wide, legal advice relating to, 62411
industrial relations infringements, received see INDUSTRIAL RELATIONS
information access request, litigation case files/records, see INFORMATION MANAGEMENT
infringements (including driving or traffic), received, that do not proceed to litigation, 62414
infringements (including driving or traffic), received, that proceed to litigation, see litigation
infringements, by an agency employee, see PERSONNEL
infringements, industrial relations, received, see INDUSTRIAL RELATIONS
inquiries, legal advice relating to, 62411 / 62414

inquiries, legal support relating to, 62413*
inquiries, agency involvement (including submissions), see GOVERNMENT RELATIONS
intellectual property, copying services, management, see INFORMATION MANAGEMENT
intellectual property, copyright, applications made by agency to reproduce material of other entities, see PUBLICATION
intellectual property, copyright, external applications received by agency to reproduce agency material, see PUBLICATION
intellectual property, establishment, 62412
intellectual property, infringements or breaches, by the agency see infringements
intellectual property, infringements or breaches, of agency intellectual property, see infringements
intellectual property, management, 62412
intellectual property, royalties paid, see FINANCIAL MANAGEMENT
intellectual property, royalties received, see FINANCIAL MANAGEMENT
intellectual property, unsuccessful or abandoned attempts to establish rights, 62414
international law, legal advice relating to, 62411
interpretation of agency legislation, legal advice, 62411
investigations of infringements or breaches, see infringements
invoices, legal services, see FINANCIAL MANAGEMENT

L

lawsuits, see litigation
legal action see litigation
legal advice, 62411/62414
legal agreements, see agreements and contracts
legal disputes, see litigation
legal disputes, compensation, see compensation claims
legal precedents, litigation, 62411
legal proceedings, see litigation
legal profession, quality systems guidelines, compliance, 62414
legal representation, relating to litigation, 62411/62414
legal representation, relating to claims, see claims
legal representation, relating to compensation claims, see compensation claims
legal services audit, 62414
legal services directions, issued by Attorney-General, compliance, 62414
legal services enquiries, 62414
legal services plans, see planning and plans
legal services policies, see policy
legal services procedures, see procedures
legal services providers, obtaining services, see PROCUREMENT
legal services standards, compliance with, 62414
legal services statutory requirements, compliance with, 62414
legal support, 62414
legal support, inquiries, 62413*
legislation, legal advice relating to, 62411
litigation, 62411/62414
litigation, appeals, 62411/62414
litigation case files/records, 62411/62414
litigation case files/records, compensation claims, 62411/62414
litigation case files/records, information access requests, see INFORMATION MANAGEMENT
litigation, sexual child abuse related cases, 62411

M

mandatory standards, breaches or infringements of, *see* infringements
manuals, legal services *see* procedures
meetings, legal services, 62414/62413*
monitoring and evaluating, legal services, 62414

N

national security, legal advice relating to, 62411
negotiations, agreements, *see* agreements and contracts
negotiations, litigation, *see* litigation
notifications of breaches or infringements, *see* infringements

P

parking infringements, *see* infringements
patents, *see* intellectual property
payments, supporting legal services, *see* FINANCIAL MANAGEMENT
planning and plans, legal services, section or business unit, 62413*
planning and plans, legal services, agency-wide, 62414
plant breeder's rights, intellectual property relating to, *see* intellectual property
policy, legal services, final versions, 62414
policy, legal services, development and establishment, 62414
precedent setting, legal advice, 62411
precedent setting, litigation, 62411
procedures, legal services, final versions, 62414
procedures, legal services, development and establishment, 62413*
purchase invoices, supporting legal services, *see* FINANCIAL MANAGEMENT

Q

quality system guidelines, legal profession, compliance, 62414

R

registers of risk, legal services, 62414
release, deeds of, *see* CONTRACT UNDER SEAL/DEEDS
reporting, legal services, final versions of reports, 62414
reporting, legal services, developing/drafting, 62413*
representation, legal *see* legal representation
reproduction of copyrighted material, applications made by agency, *see* PUBLICATION
reproduction of copyrighted material, applications received by agency, *see* PUBLICATION
request for information access, litigation case files/records, *see* INFORMATION MANAGEMENT
research and analysis, supporting legal services, 62414
reviewing and reviews, legal services, 62414
rights, intellectual property, *see* intellectual property
risk management, legal services, 62414
risk register, legal services, 62414
royalties, *see* intellectual property
rules, infringements or breaches of, *see* infringements

S

settlement, *see* litigation
sexual child abuse related litigation, 62411
standards, legal services, compliance with, 62414
standards, mandatory, breaches or infringements of, *see* infringements
statutory requirements, legal services, compliance with, 62414
statutory requirements, breaches or infringements of, *see* infringements
submissions, to courts, *see* litigation

submissions, to community bodies, *see* COMMUNITY RELATIONS
submissions, to government (including provided to formal inquiries), *see* GOVERNMENT RELATIONS
subpoena, obtaining and enforcing, *see* litigation
subpoena, complying with, *see* INFORMATION MANAGEMENT

T

tendering, legal services, *see* PROCUREMENT
trade secrets, *see* intellectual property
trademarks, *see* intellectual property
traffic or driving infringements, *see* infringements
tribunal case, *see* litigation
tribunal instructions, compliance, 62411/62414
trust funds, *see* FINANCIAL MANAGEMENT

W

waiver of debt arrangements, *see* FINANCIAL MANAGEMENT
withdrawn claims, 62414
write-off of debt arrangements, *see* FINANCIAL MANAGEMENT

* Default class 62414 can also be used to sentence where class 62413 is indicated.

** Use the function relevant to the subject of the agreement under the agency's records authority or a general records authority. For contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.