# AFDA Express Version 2 Index

# Compensation

2020

### **INDEX**

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

accidents and incidents.

compensation, cases, see claims

compensation, claims, see claims

compensation, accident/incident reports (copies), see claims

compensation, insurance, see insurance

work health and safety, accident/incident reports (originals), see WORK HEALTH AND SAFETY

work health and safety, investigations, see WORK HEALTH AND SAFETY accreditation, self-insurance, compensation, see self-insurance acquisition, goods and services, compensation, see PROCUREMENT Administrative Appeals Tribunal, appeals to, compensation, 62640/62608/62662/62611 advice (excluding legal advice), compensation,

62640/62608/62609/62662/62611/62610\*

advice (excluding legal advice), compensation, provided to the portfolio Minister, see EXTERNAL RELATIONS

advice, legal, excluding compensation case-specific advice, see LEGAL SERVICES advice, legal, relating to specific compensation cases, 62640/62608/62662/62611 advisory bodies (members of), see agency personnel and representatives agency personnel and representatives (including volunteer workers, contractors and employment scheme participants),

accidents and incidents involving, work health and safety, see WORK HEALTH AND SAFETY

compensation claims, see claims

compensation insurance (including professional indemnity insurance), *see* insurance

investigations, misconduct, see PERSONNEL MANAGEMENT investigations, work health and safety, see WORK HEALTH AND SAFETY personnel records, see PERSONNEL MANAGEMENT

rehabilitation and support for agency personnel or representatives who have been injured but have not lodged a compensation claim, see PERSONNEL MANAGEMENT

rehabilitation and support resulting from a compensation claim, see rehabilitation and support

agreements and contracts, compensation, 62640/62608/62662/62611

agreements and contracts under seal (including deeds), not relating to specific

compensation cases, see CONTRACTS UNDER SEAL/DEEDS

agreements and contracts under seal (including deeds), relating to specific compensation cases, 62640/62608/62662/62611

appeals (decisions), compensation cases, 62640/62608/62662/62611

applications, self-insurance licences, compensation, 62611

appointment, case manager or rehabilitation provider, compensation,

62640/62608/62662/62611

apprentices, compensation, see agency personnel and representatives asbestos-related claims, compensation, see 'Note' under COMPENSATION scope note description assessment reports, compensation, see claims audit, compensation, 62611 authorisation and delegations, compensation, 62611/62610\* C case managers, appointment of, compensation, 62640/62608/62662/62611 cases, compensation, see claims certificates, medical, compensation, see claims child sexual abuse allegations and incidents, compensation, advice (excluding legal advice), see advice advice, legal, 62640 compensation claims, see claims misconduct investigations, see PERSONNEL MANAGEMENT policy, procedures, plans and strategies, relating to, 62640 reviews, 62640 support, redress and remedial action (including counselling, compensation claims, and mediation), 62640 claimants, see claims claims (excluding child sexual abuse allegations and incidents), compensation, accident/incident reports (copies), 62608/62662/62611 accident/incident reports (original), see WORK HEALTH AND SAFETY advice relating to specific claims, 62608/62662/62611 agreements (including settlements), 62608/62662/62611 appeals (decisions), 62608/62662/62611 asbestos-related, see 'Note' under COMPENSATION scope note description compensation cases, 62608/62662/62611 compensation payments, management of, see payments financial transactions supporting (such as payments of claims), see FINANCIAL MANAGEMENT insurance policies, see insurance management of, 62611 relating to agency personnel and representatives (including volunteer workers, contractors and employment scheme participants), 62608 relating to agency property (moveable assets), see ASSET MANAGEMENT relating to agency property (non-moveable assets), see PROPERTY MANAGEMENT relating to the effects of industrial action, see INDUSTRIAL RELATIONS relating to personal property, 62608/62662/62611 relating to personal property, damage resulting from relocation of employees' personal effects, see PERSONNEL MANAGEMENT relating to members of advisory bodies, 62608 relating to members of governing bodies (including profession indemnity insurance), compensation, see General Records Authority 27 - Governing **Bodies** relating to members of the public (including official visitors from other organisations), 62662/62611 relating to professional indemnity (excluding members of governing bodies), 62608 relating to volunteer workers, 62608 support, rehabilitation, redress and remedial action, 62608/62662/62611 reports, 62608/62662/62611 reviews, claims, 62608/62662/62611

```
claims (relating to child sexual abuse incidents and allegations), compensation,
     accident/incident reports (copies), 62640
     accident/incident reports (original), see WORK HEALTH AND SAFETY
     advice relating to, 62640
     agreements (including settlements), 62640
     appeals (decisions), 62640
     compensation cases, 62640
     compensation payments, management of, see payments
     financial transactions supporting (such as payments of claims), see FINANCIAL
           MANAGEMENT
     investigations, misconduct, see PERSONNEL MANAGEMENT
     insurance policies, see insurance
     management of, 62611
     reports, 62640
     reviews, claims, 62640
     support, rehabilitation, redress and remedial action, 62640
committees, compensation, 62611
compensation advice, see advice
compensation agreements, see agreements and contracts
compensation authorisation, 62611/62610*
compensation cases, see claims
compensation cases, rehabilitation of employee injured but have not lodged a claim,
     see PERSONNEL MANAGEMENT
compensation claims, see claims
compensation committees, see committees
compensation compliance, see compliance
compensation insurance, see insurance
compensation payments, see payments
compensation policy, see policy
compensation procedures, see procedures
compensation reporting, see reporting and reports
compensation reviewing, see reviewing and reviews
compensation risk management, see risk management
complaints, resulting in work health and safety investigations, see WORK HEALTH
     AND SAFETY
compliance, compensation, 62611
contract management, compensation, see PROCUREMENT
contracting-out, compensation, see PROCUREMENT
contractors, see agency personnel and representatives
contracts, compensation, 62640/62608/62662/62611
contracts under seal (including deeds), not relating to specific compensation cases,
     see CONTRACTS UNDER SEAL/DEEDS
contracts under seal (including deeds), relating to specific compensation cases,
     62640/62608/62662/62611
counselling, see rehabilitation and support
damage or loss, agency property (moveable assets), compensation, see ASSET
     MANAGEMENT
damage or loss, agency property (non-moveable assets), compensation, see
     PROPERTY MANAGEMENT
damage or loss, personal property, compensation,
     accidents and incidents resulting in, see WORK HEALTH AND SAFETY
     claims, see claims
     insurance, see insurance
```

resulting from relocation of employees' personal effects, see PERSONNEL **MANAGEMENT** 

death, compensation,

accidents and incidents resulting in, see WORK HEALTH AND SAFETY claims. see claims

insurance, see insurance

decisions, compensation, see claims

deeds (including deeds of release and deeds of indemnity), not relating to specific compensation cases, see CONTRACTS UNDER SEAL/DEEDS

deeds (including deeds of release and deeds of indemnity), relating to specific compensation cases, 62640/62608/62662/62611

delegation and authorisation, compensation, 62611/62610\* determinations and settlement, compensation, see claims

directives, see procedures

employees, non-ongoing (temporary), see agency personnel and representatives employees, ongoing (permanent), see agency personnel and representatives employment scheme participants (eg traineeships, cadetships, apprenticeships and similar relationships), see agency personnel and representatives evidence, compensation, see claims examinations, medical, compensation, see claims

# F

fatalities, compensation, see death financial transactions, supporting compensation, see FINANCIAL MANAGEMENT

### G

governing bodies (members of),

accidents and incidents relating to, work health and safety, see General Records Authority 27 – Governing Bodies

compensation claims, see General Records Authority 27 – Governing Bodies insurance (including professional indemnity insurance), see General Records Authority 27 - Governing Bodies

# Н

health and safety promotion, see WORK HEALTH AND SAFETY

incidents, see accidents and incidents indemnity, compensation, see insurance injury, personal, compensation, see personal injury insurance, compensation, advice, see advice

authorisation of, 62611 claims. see claims

establishment of, 62609/62611

financial transactions supporting (such as payments of premiums), see FINANCIAL MANAGEMENT

policies, agency personnel and representatives (including volunteer workers, contractors and employment scheme participants), 62609/62611 policies, agency property (moveable assets), see ASSET MANAGEMENT policies, agency property (non-moveable assets), see PROPERTY **MANAGEMENT** 

policies, industrial action (against effects of), see INDUSTRIAL RELATIONS policies, personal property, 62609/62611 policies, personal property, damage resulting from relocation of employees' personal effects, see PERSONNEL MANAGEMENT policies, members of advisory bodies, 62609/62611 policies, members of governing bodies (including profession indemnity insurance), compensation, see General Records Authority 27 - Governing **Bodies** policies, members of the public (including official visitors from other organisations), 62609/62611 policies, professional indemnity (excluding members of governing bodies), 62609/62611 policies, volunteer workers, 62609/62611 management of (including policy renewals), 62609/62611 review of premiums levied by insurance provider, 62609 self-insurance by the agency (including licence), see self-insurance insurance claims, compensation, see claims insurance policies, compensation, see insurance investigations, misconduct, agency personnel and representatives, see PERSONNEL MANAGEMENT investigations, work health and safety, see WORK HEALTH AND SAFETY

legal advice, excluding compensation case-specific advice, see LEGAL SERVICES legal advice, relating to specific compensation cases, 62640/62608/62662/62611 liaison with lead agency (currently Comcare), compensation,

compensation case specific, see claims general, 62610

liaison, general, compensation, 62610

licences to self-insure, compensation, 62611

litigation, excluding litigation relating to child sexual abuse incidents and allegations compensation cases, see LEGAL SERVICES

litigation, relating to specific compensation cases involving child sexual abuse incidents and allegations, 62640

lost property, see damage or loss

manuals, see procedures mediation, compensation, see claims medical certificates, compensation, see claims medical examinations, compensation, see claims medical reports, compensation, see claims meetings, compensation, 62640/62608/62662/62611 members of advisory bodies, compensation, see agency personnel and representatives members of governing bodies, compensation, see General Records Authority 27 -**Governing Bodies** members of the general public (including official visitors from other organisations), accidents and incidents involving, work health and safety, see WORK HEALTH AND SAFETY compensation claims, see claims insurance, see insurance work health and safety investigations, see WORK HEALTH AND SAFETY

```
Р
payments, compensation,
     compensation payments, management of, 62611
     financial transactions, see FINANCIAL MANAGEMENT
     insurance premiums, see insurance
     rehabilitation payments, management of, 62611
personal injury, compensation,
     accidents and incidents resulting in, see WORK HEALTH AND SAFETY
     claims, see claims
     insurance. see insurance
     rehabilitation of agency personnel or representatives who have been injured but
           have not lodged a compensation claim, see PERSONNEL MANAGEMENT
personal property, loss or damage to, see damage or loss
planning and plans, compensation, agency-wide, 62611
planning an plans, compensation, relating to specific compensation cases, see claims
policy, compensation, final versions, 62640/62611
policy, compensation, development and establishment, 62640/62611
policy, insurance, compensation, see insurance
premiums, insurance, compensation, see insurance
procedures, compensation, final versions, 62640/62611
procedures, compensation, development and establishment, 62640/62610*
professional indemnity insurance (excluding members of governing bodies), see
     insurance
professional indemnity insurance, members of governing bodies, see General Records
     Authority 27 – Governing Bodies
progress reports, compensation claims, see claims
promotion, work health and safety, see WORK HEALTH AND SAFETY
property damage, see damage or loss
property loss, see damage or loss
R
redress, see claims
registers of risk, compensation, 62611
rehabilitation and support,
     advice. see advice
     agreements (including return to work plans), 62640/62608/62662/62611
     appointment of case manager or rehabilitation provider,
           62640/62608/62662/62611
     payments relating to, management of, 62611
     policy, procedures, plans and strategies, relating to, 62640/62611
     procurement of rehabilitation goods and services, see PROCUREMENT
     undertaken in relation to compensation claims (including claims made by agency
           personnel and representatives and members of the public), see claims
     undertaken in relation to injured agency personnel and representatives who have
           not lodged a compensation claim, see PERSONNEL MANAGEMENT
rehabilitation providers, appointment of, 62640/62608/62662/62611
remedial action, see claims
reporting and reports, compensation, 62640/62608/62662/62611
requirements, compensation, see compliance
return to work plans and processes, see rehabilitation and support
reviewing and reviews, compensation, final versions, 62640/62611
reviewing and reviews, compensation, development of, 62640/62610*
reviews (decisions), claims, compensation, see claims
```

risk management, compensation, 62611

risk registers, compensation, 62611

# S

self-insurance, compensation,
claims, see claims
establishment of self-insurance program (including accreditation), 62611
licences (obtaining and renewing), 62611
management of, 62611
rehabilitation and support, see rehabilitation and support
settlement and determinations, compensation, see claims
standards, compensation, see compliance
statutory requirements, compensation, see compliance
stolen property, see damage or loss
strategies, compensation, 62640/62611
support, compensation, see rehabilitation and support

## Т

tendering, compensation, see PROCUREMENT theft of property, see damage or loss treatment, see rehabilitation and support

## V

visits and visitors, claims by, compensation, see claims volunteer workers, compensation, see agency personnel and representatives

### W

witness statements, compensation, *see* claims work health and safety investigations, *see* WORK HEALTH AND SAFETY workers compensation insurance, *see* insurance

<sup>\*</sup> Default class 62611 can also be used to sentence where class 62610 is indicated.