AFDA Express Version 2 Index

Property Management

2020

INDEX

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

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administration and management of, 62664/62671

breaches or incidents (including resulting infringements), 62664/62671

counter-disaster plans, *see* counter-disaster plans

disaster recovery, repairs to damaged land and buildings (ie immoveable assets), *see* maintenance and repairs

disciplinary action taken against personnel for security beachers, *see* PERSONNEL MANAGEMENT

performance of, 62664/62671

property access controls (including key register), 62671

maintaining security systems, *see* maintenance and repairs

monitoring security systems, 62671

reporting, 62664/62671

security equipment, installation of, *see* installation and configuration

security passes, visitors, 62671

surveillance recordings, 62671\*\*\*

visitor books (security access registers), *see* visitor books

security breaches, relating to records and information, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

security breaches, relating to information technology systems, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

security breaches, relating to land and buildings (ie immoveable assets), *see* security

security breaches, relating to moveable assets (eg vehicle theft), *see* ASSET MANAGEMENT

security system data logs, 62671

security equipment, installation of, *see* installation and configuration

security guards, *see* security

security passes, staff, *see* PERSONNEL MANAGEMENT

security passes, visitors, 62671

security patrols, *see* security

security systems, *see* security

services, *see* goods and services

site inspections, *see* inspections

space usage plans, *see* planning and plans

speciality contracts, *see* CONTRACTS UNDER SEAL/DEEDS

specifications, design, *see* design specifications

specifications, lease, *see* leasing

specifications, purchase, *see* acquisition

specifications, tender, *see* tendering

standards (mandatory or optional), property management, breaches of, *see* breaches

standards (mandatory or optional),property management, compliance with, 62671

statement of requirements, procurement of land and buildings (ie immoveable assets), *see* acquisition

statutory requirements, property management, breaches of, *see* breaches

statutory requirements, property management, compliance with, 62671

submissions, made to the portfolio Minister or Cabinet seeking support for projects, property management, *see* EXTERNAL RELATIONS

submissions, tendering, property management, *see* tendering

sub-leasing, land and buildings (ie immoveable assets), *see* leasing

supplying, goods and services (including moveable assets such as equipment, stores and vehicles) other than ICT solutions and equipment, *see* ASSET MANAGEMENT

supplying, ICT solutions and equipment, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

surveillance, *see* security

surveys, reporting, property management, *see* reporting

systems, building management, *see* building management systems

systems, building security, *see* security

**T**

technology solutions and equipment, immoveable assets (ie integrated into the fabric of properties) *see* land and buildings

technology solutions and equipment, moveable assets (ie not integrated into the fabric of properties) *see* TECHNOLOGY AND INFORMATION MANAGEMENT

telecommunications equipment, immoveable assets (ie integrated into the fabric of properties), *see* land and buildings

telecommunications equipment, moveable assets (ie not integrated into the fabric of properties), *see* TECHNOLOGY AND INFORMATION MANAGEMENT

tender documentation, *see* tendering

tender register, property management, 62671

tender specifications, *see* tendering

tendering, procurement of goods and services (including moveable assets such as equipment, stores and vehicles), *see* PROCUREMENT

tendering, procurement of land and buildings (ie immoveable assets),

acquisitions of property, 62664/62668/62671

assessing tender responses received (including due diligence checks), 62664/62668/62670\*/62671

development and issue of tender documentation, 62664/62668/62670\*/62671

disputes relating to a specific tender, *see* disputes

evaluation of properties, *see* evaluating

making offers, negotiating and signing contracts and agreements, 62664/62668/62671\*\*

payments made in relation to, *see* FINANCIAL MANAGEMENT

post-tender feedback, 62664/62668/62670\*/62671

reports on debriefing, 62664/62668/62670\*/62671

submissions, 62664/62668/62670\*/62671

unsuccessful or not proceeded with, 62670\*

termination of lease, land and buildings (ie immoveable assets), 62664/62668

terrorism, incidents impacting land and buildings (ie immoveable assets), *see* security

theft, incidents impacting land and buildings (ie immoveable assets), *see* security

title deeds and certificates, acquisition, 62669

transfer deeds, property management, *see* CONTRACTS UNDER SEAL/DEEDS

transfer, goods and services (including moveable assets such as equipment, stores and vehicles), *see* PROCUREMENT

transfer, land and buildings (ie immoveable assets), into agency ownership, *see* acquisition

transfer, land and buildings (ie immoveable assets), out of agency ownership, *see* disposal

trespass, incidents involving land and buildings (ie immoveable assets), *see* security

**U**

unauthorised access, land and buildings (ie immoveable assets), *see* security

upkeep, land and buildings (ie immoveable assets), *see* maintenance and repairs

**V**

valuation certificates, land and buildings (ie immoveable assets), 62664/62668

valuation records, land and buildings (ie immoveable assets), 62664/62668

vandalism, incidents involving land and buildings (ie immoveable assets), *see* security

vendors, goods and services (including moveable assets such as equipment, stores and vehicles), *see* PROCUREMENT

vendors, land and buildings (ie immoveable assets),

agreements and contracts with, *see* agreements and contracts

disputes with, see disputes

liaison with, 62671

purchasing properties from, *see* acquisition

leasing properties from, *see* leasing

video surveillance, *see* security

visitor books, public (including ceremonial), *see* EXTERNAL RELATIONS

visitor books, security access registers, 62671

visits and visitors, lost property (lost on agency premises), 62671/62670\*

visits and visitors, security passes, *see* security

**W**

warranties and guarantees, *see* guarantees and warranties

waste, non-toxic (including classified waste), removal and disposal from land and buildings, 62670\*

waste, toxic/hazardous (including hazardous substances/waste), removal, storage and disposal from land and buildings, 62665/62666

water cooling systems, *see* cooling systems

work health and safety, relating to hazardous substances, *see* WORK HEALTH & SAFETY

working groups, property management, 62664/62671

\* Default class 62671 can also be used to sentence where class 62670 is indicated.

\*\* For contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

\*\*\* Surveillance recordings may be destroyed when no longer required if covered by an agency’s [Normal Administrative Practice (NAP) policy](https://www.naa.gov.au/information-management/dispose-information/normal-administrative-practice-nap). Where recordings are used as evidence class 62671 will apply to copies retained by the agency that are not part of an investigation case file.