AFDA Express Version 2 Index

Personnel Management

2020

INDEX

This index lists the records, activities, classes and related key terms in the Personnel Management 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**

accidents and incidents, involving agency personnel and representatives (including volunteer workers, contractors, and employment scheme participants), personnel management,

accident/incident reports, where an employee is injured but no compensation claim is lodged, 62641/62629

accident/incident reports, where a compensation claim is made by an employee, *see* COMPENSATION

accident/incident reports, retained for work health and safety purposes, *see* WORK HEALTH AND SAFETY

accident/incident reports, retained on individual personnel files (copies), 62641/62629

compensation claims relating to, *see* compensation claims

prevention of, *see* WORK HEALTH AND SAFETY

resulting in work health and safety investigations, *see* WORK HEALTH AND SAFETY

workers compensation insurance, *see* WORK HEALTH AND SAFETY

accommodation arrangements, supporting personnel management, *see* travel and accommodation

acquisition, goods and services, personnel management, *see* PROCUREMENT

addresses (presentations), personnel management, 62635\*/62638

advice (excluding legal advice), personnel management, 62627/62638

advice (excluding legal advice), personnel management, provided to the portfolio Minister, *see* EXTERNAL RELATIONS

advice, legal, excluding case-specific advice relating to agency personnel misconduct investigations involving child sexual abuse, *see* LEGAL SERVICES

advice, legal, relating to specific agency personnel misconduct investigation cases involving child sexual abuse, 62627

advisory bodies (statutory and non-statutory), members of (except agency ex-officio members), personnel records, *see General Records Authority 26 – Advisory Bodies*

agency heads and statutory appointees (other than members of tribunals, governing bodies and advisory bodies), personnel records, 62629

agency employees, registers of, personnel management, 62627

agency personnel and representatives (including employees, volunteer workers, contractors and employment scheme participants), personnel management, *see* personnel

agreements and contracts, personnel management,

collective agreements (including certified or enterprise bargaining agreements), industrial relations, *see* INDUSTRIAL RELATIONS

individual personnel agreements (such as Australian Workplace Agreements), 62641/62629/62638

performance management agreements with individual agency personnel, *see* performance management

all other agreements and contracts supporting personnel management, 62638

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

allegations of misconduct involving agency personnel, personnel management, *see* misconduct

allowances, personnel management,

financial transactions relating to the payment of, *see* FINANCIAL MANAGEMENT

management of, 62638

records of payments to individual agency personnel, 62641/62629

salaries (including superannuation), *see* salaries

summary records (registers) of allowances paid to all agency personnel, 62627/62638

appeals (reviews of decisions), personnel management, 62627/62634/62638

applications, internal training, personnel management 62635\*

applications, recruitment, personnel management, *see* recruitment

appointment books, Chief Executive Officer (or equivalent), personnel management, 62627

appointment, instruments and letters of, personnel records (individual agency personnel), personnel management, *see* personnel

appointment of employees as representatives to community or government organisations, external relations, *see* EXTERNAL RELATIONS

apprenticeships, personnel management, *see* employment schemes

arrangements, personnel management, 62635\*

asbestos, *see* hazardous substances

assessments, performance management, individual agency personnel, *see* performance management

assessments and examinations, training, personnel management, *see* training

assignment of duties (to agency personnel), assignment to individual agency personnel, personnel records, *see* personnel

assignment of duties (to agency personnel), management of, establishment, *see* ESTABLISHMENT

attendance of employees (attendance records), personnel management, 62627/62638

audit, personnel management, 62638

authorisation and delegations, personnel management, 62638

Australian Workplace Agreements, personnel management, 62641/62629/62638

awards (employee), personnel management, *see* employee award schemes

**B**

birth certificates, personnel records (individual agency personnel), personnel management, 62641/62629

breaches (of standards/rules/statutory requirements), personnel management, *see* infringements

briefs, *see* advice

**C**

cadetships, personnel management, *see* employment schemes

calendars (including work diaries and appointment books), Chief Executive Officer (or equivalent), 62627

career employment schemes, personnel management, *see* employment schemes

cases,

misconduct investigations, personnel management, *see* misconduct

personnel case files, personnel management, *see* personnel

work health and safety investigations, work health and safety, *see* WORK HEALTH AND SAFETY

workers compensation, compensation, *see* COMPENSATION

casual employees, *see* personnel

certified agreements, establishment of, industrial relations, *see* INDUSTRIAL RELATIONS

child sexual abuse allegations and incidents, personnel management,

advice (excluding legal advice), *see* advice

advice, legal, 62627

appeals and reviews of decisions, 62627

compensation claims, *see* COMPENSATION

investigations and inquiries, misconduct by agency personnel, *see* misconduct

investigations and inspections, work health and safety, *see* WORK HEALTH AND SAFETY

legal proceedings, 62627

policy, procedures, plans and strategies, relating to, 62627/62628

referrals to external law enforcement, 62627

reviews relating to processes for, 62627

support, redress and remedial action (including counselling, compensation claims, and mediation), *see* COMPENSATION

training materials, master set, 62627

Chief Executive Officer, personnel records, personnel management, *see* personnel

Chief Executive Officer, work diaries and appointment books (including electronic diaries and calendars), personnel management, 62627

claims, compensation, *see* compensation claims

claims, insurance, personnel management, 62638

classification (security), agency personnel, personnel management, *see* security

classification of positions and duties, *see* ESTABLISHMENT

clothing allowances, personnel management, *see* allowances

code of conduct, breaches of, personnel management, *see* misconduct

confined spaces training (for agency personnel), personnel management, *see* training

collective, certified or enterprise bargaining agreements, industrial relations, *see* INDUSTRIAL RELATIONS

committees (including Workplace Relations Committee), industrial relations, *see* INDUSTRIAL RELATIONS

committees, personnel management, 62638

complaints, general complaints raised by agency personnel, personnel management, 62627/62638

complaints, formal complaints raised by agency personnel or employee representatives relating to specific matters, personnel management, *see* grievances

compensation claims, loss or damage to employee personal property resulting from relocation, personnel management, 62638

compensation claims, workers compensation, *see* COMPENSATION

compliance, personnel management, 62638

conferences (hosted by the agency), for external stakeholders, external relations, *see* EXTERNAL RELATIONS

conferences (hosted by the agency), for internal stakeholders to support staff development, personnel management,

administrative arrangements including program development, arranging speakers, promotion and venue bookings, 62635\*

attendance, managing registrations, 62635\*

attendance by agency staff or agency head, for staff development purposes, 62635\*

attendance by members of advisory bodies, for staff development purposes, *see General Records Authority 26 – Advisory Bodies*

attendance by members of governing bodies, for staff development purposes, *see General Records Authority 27 – Governing Bodies*

conference proceedings, programs, reports and papers, development of and final versions (unpublished), 62638

conference proceedings, programs, reports and papers, publication of, *see* PUBLICATION

financial transactions supporting conferences, *see* FINANCIAL MANAGEMENT

speeches and presentations (by agency personnel), 62638/62635\*

travel and accommodation for agency personnel attending, *see* travel and accommodation

conferences (hosted by other organisations), personnel management,

administrative arrangements (including registration of agency personnel attending), 62635\*

attendance by agency staff, agency head, or members of agency governing or advisory bodies, to represent or promote the agency, *see* EXTERNAL RELATIONS

attendance by agency staff or agency head, for staff development purposes, 62635\*

attendance by members of advisory bodies, for staff development purposes, *see General Records Authority 26 – Advisory Bodies*

attendance by members of governing bodies, for staff development purposes, *see General Records Authority 27 – Governing Bodies*

conference proceedings, programs, reports and papers, *see* EXTERNAL RELATIONS

financial transactions supporting conference attendance, *see* FINANCIAL MANAGEMENT

speeches and presentations (by agency personnel), *see* EXTERNAL RELATIONS

travel and accommodation arrangements for agency personnel attending, *see* travel and accommodation

consolidated leave history records (individual agency personnel), personnel management, *see* personnel

contract management, personnel management, *see* PROCUREMENT

contracting-out, personnel management, *see* PROCUREMENT

contracts, personnel management, *see* agreements and contracts

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

counselling, personnel management,

provided to individual agency personnel on matters such as financial counselling and counselling relating to disciplinary matters, personnel records, 62641/62629

provided to agency personnel who have made allegations of child sexual abuse, *see* COMPENSATION

management of counselling services, 62638

records collected as evidence for misconduct investigations into allegations or incidents of child abuse, 62627

course evaluations, staff training, personnel management, 62635\*

court judgment debt, repayment of, personnel management, *see* salaries

criminal activity, allegations and investigations of misconduct by agency personnel, personnel management, *see* misconduct

**D**

death, accidents and incidents resulting in, *see* accidents and incidents

decisions, reviews of, *see* appeals

declarations of interest, personnel records (individual agency personnel), personnel management, *see* personnel

deductions, employee salaries, personnel management, *see* salaries

defence training leave, personnel management, *see* leave

delegations and authorisation, personnel management, 62638

diaries, appointment books and calendars, of the agency’s Chief Executive Officer (or equivalent), 62627

dismissal (individual agency personnel), personnel management, *see* separations

discipline, personnel management, *see* misconduct

disclosures of interest, personnel records (individual agency personnel), personnel management, *see* personnel

discrimination complaints, personnel management, *see* complaints

donations and gifts, received by agency personnel from external stakeholders, external relations, *see* EXTERNAL RELATIONS

driving or traffic infringements for personnel using agency vehicles, personnel management, *see* infringements

**E**

educational qualifications (evidence of), personnel records (individual agency personnel), personnel management, *see* personnel

engagement, employees, personnel management, *see* personnel

engagement, volunteer workers, personnel management, *see* personnel

enquiries, personnel management, 62638

electronic diaries and calendars, *see* work diaries and appointment books

employee assistance schemes, personnel management, *see* counselling

employee award schemes, personnel management,

ceremonies to confer awards, honours and prizes to agency personnel (internal agency events), 62638

ceremonies to confer awards, honours and prizes to agency personnel (external agency events), *see* EXTERNAL RELATIONS

conferring of awards, honours and prizes, 62638

management of (including promotion, assessment and selection), 62638

employee contracts and workplace agreements (such as Australian Workplace Agreements), agreements and contracts, personnel management, 62641/62629/62638

employee group certificates, personnel management, 62642

employee pay history, personnel management, 62641/62629

employee performance agreements, personnel management, 62635\*

employee records (individual employees), personnel management, *see* personnel

employee registers, personnel management, 62627

employee representatives, personnel management, *see* representatives

employee service history (individual employees), personnel management, *see* personnel

employee taxation declarations, personnel management, 62636

employment conditions, personnel records (individual agency personnel), personnel management, *see* personnel

employment records, personnel management, *see* personnel

employment schemes (such as scholarships, fellowships, traineeships, cadetships, and apprenticeships), personnel management,

employment scheme participants, individual personnel records, *see* personnel

management of, 62638

marketing and promotion, 62638

providing and administering grant funding for, *see General Records Authority 28 – Grant Management*

training for participants (including induction training), *see* training

enterprise bargaining, certified or collective agreements, industrial relations, *see* INDUSTRIAL RELATIONS

evaluating (excluding evaluating staff training course material), personnel management, *see* reviewing and reviews

evaluating, staff training course material (ie course evaluations), personnel management, 62635\*

events, staff development, personnel management, 62635\*

evidence collected or seized, supporting investigations into misconduct by agency personnel, personnel management, 62627/62634/62629

examinations and assessments, training, individual agency personnel, personnel management, *see* training

**F**

feedback and suggestions (for improving the agency), received from agency personnel, personnel management, 62635\*

fellowships, personnel management, *see* employment schemes

financial counselling (employees), personnel management, *see* counselling

financial transactions, supporting personnel management, *see* FINANCIAL MANAGEMENT

first aid allowances, personnel management, *see* allowances

flextime sheets, attendance of employees (attendance records), 62627/62638

frameworks (including performance management frameworks), personnel management, 62638

Fringe Benefits Tax arrangements, personnel management, 62641/62629/62638

funding, fellowships and scholarship employment schemes, *see General Records Authority 28 – Grant Management*

**G**

gazette notices, recruitment, personnel management, 62638

gifts and donations, received by agency personnel from external stakeholders, external relations, *see* EXTERNAL RELATIONS

governing bodies (such as boards, trusts, councils, committees), members of (except agency ex-officio members), personnel records, *see General Records Authority 27 – Governing Bodies*

graduate employment schemes, personnel management, *see* employment schemes

grievances (raised by an individual), personnel management,

legal advice relating to, *see* LEGAL SERVICES

that do not escalate or result in disciplinary action, 62627/62638

that escalate into a dispute or industrial action, *see* INDUSTRIAL RELATIONS

that escalate into a misconduct investigation, *see* misconduct

that result in disciplinary action, *see* misconduct

grievances (raised by representatives on behalf of employees), industrial relations, *see* INDUSTRIAL RELATIONS

group certificates, employee, personnel management, 62642

**H**

handbooks, personnel management, *see* procedures

hazardous substances (including asbestos),

compensation claims for exposure to, compensation, *see* COMPENSATION

health surveillance of employee exposed to (including medical examinations), work health and safety, *see* WORK HEALTH AND SAFETY

management and monitoring of in the workplace (including workplace inspections), work health and safety, *see* WORK HEALTH AND SAFETY

potential exposure to (by agency personnel), personnel management, 62630

removal a disposal from agency land and buildings, property management, *see* PROPERTY MANAGEMENT

staff training in handling of, personnel management, *see* training

heads of agencies, personnel records, personnel management, *see* personnel

heads of agencies, work diaries and appointment books (including electronic diaries and calendars), personnel management, 62627

heads of agencies and statutory appointees, Ministerial instruments of appointment, personnel records (individual agency personnel), personnel management, 62641/62629

health and safety representatives (HSRs), appointment and management of, work health and safety, *see* WORK HEALTH AND SAFETY

health and safety representatives (HSRs), training of, personnel management, 62631

health and wellbeing schemes, personnel management, 62638

health declarations, personnel records (individual agency personnel), personnel management, *see* personnel

health surveillance (including medical examinations), of employee exposed to hazardous substances, work health and safety, *see* WORK HEALTH AND SAFETY

higher duties, assignment of (to agency personnel), personnel records (individual agency personnel), personnel management, see personnel

higher duties allowances, personnel management, *see* allowances

hire of equipment, personnel management, 62635\*

honours (employee), personnel management, *see* employee award schemes

**I**

identity records (such as birth certificates), personnel records (individual agency personnel), personnel management, *see* personnel

identity cards and passes (issued to agency personnel), security, personnel management, 62638

increment reports, personnel records (individual employees), personnel management, 62641/62629

indexes (summary records), personnel management, 62627/62631/62632/62638

individual employee contracts and workplace agreements (such as Australian Workplace Agreements), agreements and contracts, personnel management, 62641/62629/62638

individual employee records, personnel management, *see* personnel

individual personnel agreements (such as Australian Workplace Agreements), agreements and contracts, personnel management, 62641/62629

induction training, personnel management, *see* training

infringements (by agency personnel), excluding driving or traffic infringements for personnel using agency vehicles, personnel management,

that do not proceed to litigation or result in misconduct investigations or disciplinary action, 62635\*

that proceed to litigation, *see* LEGAL SERVICES

that result in misconduct investigations or disciplinary action, *see* misconduct

infringements (by agency personnel), driving or traffic infringements for personnel using agency vehicles, personnel management,

that do not proceed to litigation or result in misconduct investigations or disciplinary action, *see* ASSET MANAGEMENT

that proceed to litigation, *see* LEGAL SERVICES

that result in misconduct investigations or disciplinary action, *see* misconduct

injuries, accidents and incidents resulting in, personnel management, *see* accidents and incidents

inquiries and investigations, misconduct by agency personnel (excluding allegations or incidents of child sexual abuse), personnel management, *see* misconduct

inquiries and investigations, misconduct by agency personnel relating to allegations or incidents of child sexual abuse, personnel management, 62627

insurance, personnel management,

claims (including loss or damage to employee personal property resulting from relocation), 62638

claims, workers compensation, *see* COMPENSATION

financial transactions relating to payments, *see* FINANCIAL MANAGEMENT

loss or damage of agency property (moveable assets), *see* ASSET MANAGEMENT

loss or damage of agency property (immoveable assets), *see* PROPERTY MANAGEMENT

policies, 62638

management of (including policy renewals), 62638/62635\*

workers compensation insurance, *see* WORK HEALTH AND SAFETY

instruments of appointment (Ministerial), heads of agencies and statutory appointees, personnel records (individual agency personnel), 62641/62629

interviews, misconduct investigations, personnel management, *see* misconduct

interviews, recruitment, personnel management, *see* recruitment

investigations and inquiries, misconduct by agency personnel (excluding allegations or incidents of child sexual abuse), personnel management, *see* misconduct

investigations and inquiries, misconduct by agency personnel relating to allegations or incidents of child sexual abuse, personnel management, 62627

**J**

judgment debt, repayment of, personnel management, *see* salaries

jury service leave, personnel management, *see* leave

**L**

leave, personnel management,

leave history records, personnel records (individual agency personnel), *see* personnel

management and administration of, 62638

leave history, personnel records (individual agency personnel), personnel management, *see* personnel

leave without pay, personnel management, *see* leave

legal proceedings, personnel management, *see* litigation

litigation, excluding litigation relating to investigations and inquiries of child sexual abuse incidents and allegations relating to agency personnel, *see* LEGAL SERVICES

litigation, relating to specific investigations and inquiries of child sexual abuse incidents and allegations relating to agency personnel, 62627

letters and instruments of appointment, personnel records (individual agency personnel), personnel management, *see* personnel

long service leave, personnel management, *see* leave

**M**

marketing and promotion, recruitment and employment schemes, personnel management, 62638

medical examination reports, personnel records (individual agency personnel), personnel management, *see* personnel

medical examinations, health surveillance, of employees exposed to hazardous substances, work health and safety, *see* WORK HEALTH AND SAFETY

medical examinations, treatment records collected as evidence for misconduct investigations into allegations or incidents of child abuse, personnel management, 62627

meetings, personnel management, 62627/62628/62634/62637/62638/62635\*

memoranda of understanding, personnel management, *see* agreements and contracts

Ministerial instruments of appointment, heads of agencies and statutory appointees, personnel records (individual agency personnel), 62641/62629

military leave, personnel management, *see* leave

misconduct, personnel management,

allegations and investigations into employee misconduct, 62627/62629/62634/62637/62641/62638

appeals and reviews of decisions, 62627/62634/62629/62641

breaches of agency rules (that do not result in misconduct investigations), *see* infringements

counselling of agency personnel in relation to a disciplinary matter, *see* counselling

infringements (including breaches of agency rules) that do not result in misconduct investigations or disciplinary action, *see* infringements

leading to disciplinary action, 62627/62634/62629/62641

leading to litigation, *see* litigation

personnel records of individual agency personnel relating to, *see* personnel

monitoring and surveillance (health), of employee exposed to hazardous substances, work health and safety, *see* WORK HEALTH AND SAFETY

movement arrangements for agency personnel, personnel management, *see* relocation

**N**

negotiations, agreements and contracts, personnel management, *see* agreements and contracts

non-ongoing (temporary) employees, *see* personnel

**O**

official passports, travel and accommodation (for agency personnel), personnel management, 62635\*

official secrets, undertakings to preserve, personnel records (individual agency personnel), personnel management, *see* personnel

ongoing (permanent) employees, *see* personnel

online training (for agency personnel), personnel management, *see* training

organisational charts, establishment, *see* ESTABLISHMENT

organisational structure, establishment and review of, establishment, *see* ESTABLISHMENT

overpayments, recovery of, personnel management, 62641/62629/62638

overtime payments, personnel management, *see* allowances

**P**

parental leave, personnel management, *see* leave

passes and identity cards (issued to agency personnel), security, personnel management, 62638

passports (official), travel and accommodation (for agency personnel), personnel management, 62635\*

pay, personnel management, *see* salaries

payment of allowances, personnel management, *see* salaries

payment of salaries, personnel management, *see* salaries

payroll deduction authorities, personnel records (individual employees), personnel management, 62641/62629

performance agreements and assessments, individual employees, *see* performance management

performance management (agency), strategic management, *see* STRATEGIC MANAGEMENT

performance management (individual employee), personnel management,

establishing and managing agency performance management schemes and frameworks, 62638

performance monitoring, evaluation and assessment (including performance review discussions), 62635\*

performance expectations (including performance agreements), setting of, 62635\*

performance reporting, 62638/62635\*

permanent (ongoing) employees, *see* personnel

personal injuries, *see* accidents and incidents

personal leave, personnel management, *see* leave

personnel (including agency employees and representatives, volunteer workers, contractors and employment scheme participants), personnel management,

accidents and incidents involving, *see* accidents and incidents

agreements and contracts (including collective and enterprise bargaining agreements), *see* agreements and contracts

allowances (payment of), *see* allowances

compensations claims, *see* compensation claims

counselling of, *see* counselling

hazardous substances, potential exposure to, *see* hazardous substances

leave, management of, *see* leave

misconduct investigations and disciplinary action, *see* misconduct

performance management of, *see* performance management

personnel records, employment scheme participants (eg traineeships, cadetships, apprenticeships, scholarships, fellowships and similar relationships), 62641/62629

personnel records, heads of agencies, 62641/62629

personnel records, members of advisory bodies (except agency ex-officio members), *see General Records Authority 26 – Advisory Bodies*

personnel records, members of governing bodies (except agency ex-officio members), *see General Records Authority 27 – Governing Bodies*

personnel records, members of tribunals, *use Tribunals Records Authority 2011/00681744*

personnel records, non-ongoing (temporary) employees, 62641/62629

personnel records, ongoing (permanent) employees, 62641/62629

personnel records, Senior Executive Service (SES) employees, 62641/62629

personnel records, statutory appointees (other than members of tribunals, governing bodies and advisory bodies), 62641/62629

personnel records, volunteer workers, 62638/62641

salaries (including superannuation and deductions), *see* salaries

students undertaking work experience, *see* work experience placements

training of (including hazardous substance training), *see* training

work diaries and appointment books, *see* work diaries and appointment books

work health and safety investigations involving, *see* WORK HEALTH AND SAFETY

volunteer workers, engagement and management of, *see* volunteer workers

personnel case files (individual agency personnel), personnel management, *see* personnel

personnel management agreements, *see* agreements and contracts

personnel management arrangements, 62635\*

personnel management committees, *see* committees

personnel management conferences, *see* conferences

personnel management plans, *see* planning and plans

personnel management policy, *see* policy

personnel management procedures, *see* procedures

personnel management reports, *see* reporting and reports

personnel management reviews, *see* reviewing and reviews

personnel management standards, *see* standards

personnel records (individual agency personnel), retained as consolidated personnel files or as separate records, personnel management, *see* personnel

planning and plans, personnel management, 62627/62628/62638/62635\*

policy, personnel management, final versions, 62627/62628/62638

policy, personnel management, development and establishment, 62627/62628/62638

policy, insurance, personnel management, *see* insurance

pre-engagement and pre-employment checks, security vetting, personnel management, 62633

presentations and speeches, personnel management, *see* speeches and presentations

preventative work health and safety measures, work health and safety, *see* WORK HEALTH AND SAFETY

prizes (employee), personnel management, *see* employee award schemes

probation reports, personnel records (individual employees), personnel management, 62641/62629

procedures, personnel management, final versions / master sets, 62627/62628/62638

procedures, personnel management, development and establishment, 62627/62628/62635\*

proceedings and programs, conferences, personnel management, *see* conferences

programs and projects, personnel management,

establishment and implementation of, 62638

employment programs (such as scholarships, fellowships, traineeships, cadetships, and apprenticeships), *see* employment schemes

marketing and promotion of, 62638

volunteer worker programs and scheme, *see* volunteer workers

work experience placement programs and schemes, *see* work experience placements

promotion (of agency employees), agency personnel, personnel management, *see* recruitment

psychological testing, recruitment, personnel management, *see* recruitment

public interest disclosures, receiving and managing, *see General Records Authority 39 – Public Interest Disclosure*

**Q**

quality standards, personnel management, 62638

**R**

reclassifications, positions or assigned duties, management of, establishment, *see* ESTABLISHMENT

reclassifications, personnel records (individual employees), personnel management, 62641/62629

recovery of overpayments, personnel management, *see* salaries

recreation leave, personnel management, *see* leave

recruitment (including promotion), personnel management,

appeals and reviews of recruitment decisions, 62638

employment schemes (such as graduate employment schemes), management of, *see* employment schemes

letter of appointment to position and evidence of successful applicant qualifications, personnel records (individual agency personnel), *see* personnel

management of recruitment process (including interviews, selection and notification), personnel management, 62638

marketing and promotion of recruitment schemes and campaigns, 62638

security vetting of successful candidates, *see* security

redeployment, positions or assigned duties, management of, establishment, *see* ESTABLISHMENT

redeployment (individual employees), personnel management, 62641/62629/62638

redundancies, positions or assigned duties, management of, establishment, *see* ESTABLISHMENT

redundancies (individual agency personnel), personnel management, *see* separations

referee reports, recruitment, personnel management, *see* recruitment

registers (summary records), personnel management, 62627/62631/62632/62638

registers of agency employees, personnel management, 62627

registers of risk, personnel management, 62638

registers of staff security clearances and passes, personnel management, 62632

registers of work health and safety training, personnel management, 62631

registrations, conferences and training, personnel management, 62635\*

rehabilitation and support (of agency personnel), not undertaken in relation to workers compensation claims, personnel management,

agreements (including return to work plans), 62641/62629/62638

management of, 62638

personnel records (individual agency personnel), 62641/62629

rehabilitation and support (of agency personnel), undertaken in relation to workers compensation claims, personnel management, *see* COMPENSATION

relocation,

agency’s business operations, *see* PROPERTY MANAGEMENT

employees and their personal property (including household effects), personnel management, 62635\*

financial transactions relating to, *see* FINANCIAL MANAGEMENT

insurance claims (relating to relocation of employee personal effects), personnel management, 62638

travel and accommodation for relocated agency personnel, personnel management, *see* travel and accommodation

remuneration, agency personnel, *see* salaries

remuneration (paid to individual agency personnel), personnel records (individual agency personnel), personnel management, *see* personnel

representatives (health and safety), appointment and management of, work health and safety, *see* WORK HEALTH AND SAFETY

representatives (of the agency), appointed to community or government organisations, external relations, *see* EXTERNAL RELATIONS

representatives (staff), appointment of, work health and safety, *see* WORK HEALTH AND SAFETY

representatives (staff), training of, personnel management, 62631

representatives (union), negotiations to establish certified agreements, personnel management, *see* INDUSTRIAL RELATIONS

reporting and reports (other than accident/incident reports), personnel management, final versions of reports, 62627/62629/62634/62635\*/62638

reporting and reports (other than accident/incident reports), personnel management, developing/drafting, 62635\*

reporting and reports, accident/incident reports, personnel management, *see* accidents and incidents

resignation (individual agency personnel), personnel management, *see* separations

retirement (individual agency personnel), personnel management, *see* separations

retrenchment (individual agency personnel), personnel management, *see* separations

return to work assistance, personnel management, *see* rehabilitation and support

reviewing and reviews (excluding individual employee performance), personnel management, 62627/62638/62635\*

reviewing and reviews, individual employee performance management reviews, personnel management, *see* performance management

reviews of decisions, personnel management, *see* appeals

risk management, personnel management, 62638

risk registers, personnel management, 62638

rosters, management of, personnel management, 62638

rules, personnel management, breaches of, *see* infringements

rules, personnel management, compliance with, 62638

**S**

salaries (including superannuation), personnel management,

allowances, *see* allowances

employee group certificates, 62642

financial transactions relating to payments, deductions and contributions, *see* FINANCIAL MANAGEMENT

management of (for all agency personnel), 62638/62636

records of deductions (such as taxation obligations, to satisfy a judgement debt or reimburse an overpayment) from payments to individual employees, personnel records, 62641/62629

records of payments to individual employees, personnel records, 62641/62629

records of superannuation contributions by individual employees, personnel records, 62641/62629

salary packaging arrangements (including Fringe Benefits Tax arrangements), 62641/62629/62638

summary records (registers) of salaries paid to all agency personnel, 62627/62638

taxation declarations for employees, 62636

salary packaging arrangements, personnel management, 62641/62629/62638

schemes, personnel management, *see* programs and projects

scholarships, personnel management, *see* employment schemes

secrets (official), undertakings to preserve, personnel records (individual agency personnel), personnel management, *see* personnel

security, personnel management,

breaches or incidents, involving information technology systems or relating to

Commonwealth records and information, *see* TECHNOLOGY & INFORMATION MANAGEMENT

breaches or incidents, resulting in misconduct investigations and/or disciplinary action for personnel, *see* misconduct

breaches or incidents, relating to agency moveable assets (eg vehicle theft), *see* ASSET MANAGEMENT

breaches or incidents, relating to agency immoveable assets (eg buildings and premises), *see* PROPERTY MANAGEMENT

checks (vetting), 62633

passes and identity cards, issued to agency personnel, 62638

property (work premises) security arrangements, *see* PROPERTY MANAGEMENT

register of staff security clearances and passes, 62632

secrets (official), undertakings to preserve, personnel records (individual agency personnel), *see* personnel

security clearances and passes, personnel management, *see* security

security vetting, agency personnel, personnel management, 62633

seminars, *see* conferences

Senior Executive Service (SES) employees, *see* personnel

separations, management of separations process (including conducting exit interviews), personnel management, 62638

separations, personnel records (individual agency personnel), personnel management, *see* personnel

sick leave, personnel management, *see* leave

social clubs and activities (agency staff), management of, personnel management, 62635\*

special leave, personnel management, *see* leave

speeches and presentations, supporting staff development (including internal training and staff conferences), personnel management, 62638/62635\*

speeches and presentations, presented to external stakeholders to represent or promote the agency, external relations, *see* EXTERNAL RELATIONS

sponsorships (by the agency), provided to staff social clubs and activities, personnel management, 62635\*

standards (mandatory and optional), personnel management, breaches or infringements of, *see* infringements

standards (mandatory and optional), personnel management, compliance with, 62638

staff conferences, personnel management, *see* conferences

staff development, personnel management,

administrative arrangements supporting, 62635\*

agreements and contracts, *see* agreements and contracts

assessments and examinations, *see* training

committees, *see* committees

conferences and seminars, *see* conferences

plans, *see* planning and plans

policies, *see* policy

procedures, see procedures

programs, *see* programs and projects

reports, *see* reporting and reports

reviews, *see* reviewing and reviews

training (internal and external), *see* training

speeches and presentations supporting, *see* speeches and presentations

staff mobility schemes, personnel management, *see* programs and projects

staff representatives, personnel management, *see* representatives

staff security clearances and passes, personnel management, *see* security

staff surveys, seeking feedback on agency performance, personnel management, 62638

staff training, personnel management, *see* training

statutory appointees (other than members of tribunals, governing bodies and advisory bodies), personnel records, *see* personnel

statutory requirements, personnel management, breaches or infringements of, *see* infringements

statutory requirements, personnel management, compliance with, 62638

storage of employee personal property (including household effects), supporting relocation of an employee, personnel management, 62635\*

strategies, personnel management, 62627/62628/62638

student work experience placements, personnel management, *see* work experience placements

study assistance schemes, personnel management, 62638

suggestions and feedback (for improving the agency), received from agency personnel, personnel management, 62635\*

summary records (including registers and indexes), personnel management, 62627/62631/62632/62638

superannuation, deductions and employer contributions, personnel management, *see* salaries

superannuation, employee counselling, personnel management, *see* counselling

surveillance and monitoring (health), of employees exposed to hazardous substances, work health and safety, *see* WORK HEALTH AND SAFETY

surveys (of agency personnel), seeking feedback on agency performance, personnel management, 62638

**T**

taxation arrangements (individual employees), personnel management, *see* salaries

taxation declarations (for employees), personnel management, 62636

temporary (non-ongoing) employees, *see* personnel

tendering, personnel management, *see* PROCUREMENT

timesheets, attendance of employees (attendance records), 62627/62638

traffic or driving infringements for personnel using agency vehicles, personnel management, *see* infringements

traineeships, personnel management, *see* employment schemes

training (hosted by the agency), for agency personnel and representatives, personnel management,

administrative arrangements supporting, 62635\*

attendance/completion records for individual agency personnel (including formal assessments and examination results), personnel records, *see* personnel

course evaluation, 62635\*

development and delivery of training (other than accredited training), 62627/62631/62638/62635\*

development and delivery of accredited training as a registered training organisation, *see General Records Authority 33 – Accredited Training*

management of, 62638/62635\*

training materials (master set), 62627/62631/62635\*

travel and accommodation arrangements for agency personnel attending, *see* travel and accommodation

work health and safety training (including hazardous substance training and training for working in confined spaces), 62627/62641/62629/62631

work health and safety training register, 62631

training (hosted by other organisations), for agency personnel and representatives, personnel management,

administrative arrangements supporting (including registration of agency personnel attending), 62635\*

attendance/completion records for individual agency personnel (including formal assessments and examination results), personnel records, *see* personnel

management of training program, 62638/62635\*

travel and accommodation arrangements for agency personnel attending, *see* travel and accommodation

work health and safety training (including hazardous substance training and training for working in confined spaces), 62627/62641/62629/62631

work health and safety training register, 62631

training allowances, personnel management, *see* allowances

training courses, personnel management, *see* training

training materials, personnel management, 62627/62631/62635\*

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

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

travel and accommodation (for agency personnel), personnel management,

acquisition of goods and services, *see* PROCUREMENT

administrative arrangements supporting, 62635\*

travelling allowances for agency personnel, *see* allowances

tribunals, members of, personnel records, *see Tribunals Records Authority 2011/00681744*

**U**

unauthorised leave, personnel management, *see* leave

unfounded allegations of misconduct, personnel management, *see* misconduct

union representatives, negotiations to establish collective agreements, personnel management, *see* INDUSTRIAL RELATIONS

unpublished proceedings, speeches and papers from agency staff development conferences, personnel management, 62638

**V**

vacancies, identifying and managing, establishment, *see* ESTABLISHMENT

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

variations to positions or assigned duties (includes creating, varying, abolishing, transferring and reclassifying positions), management of, establishment, *see* ESTABLISHMENT

variations to positions or assigned duties (includes creating, varying, abolishing, transferring and reclassifying positions), personnel records (individual employees), personnel management, 62641/62629

venue bookings, staff development training and conferences, personnel management, 62635\*

vetting, security, personnel management, 62633

vexatious allegations of misconduct, personnel management, *see* misconduct

visas, arrangements for, travel and accommodation (for agency personnel), personnel management, 62635\*

volunteer workers, personnel management,

engagement and management of individual volunteers, 62638/62641

management of volunteer worker programs and schemes, 62638

misconduct, investigations and inquiries into, *see* misconduct

potential exposure to hazardous substances, 62630

training of (including induction training), *see* training

**W**

work diaries and appointment books (including electronic diaries and calendars), heads of agencies, personnel management, 62627

work diaries and appointment books (including electronic diaries and calendars), personnel other than heads of agencies, personnel management, 62638

work experience placements, personnel management,

engagement and management of individuals undertaking, 62641/62638

management of work experience placement programs and schemes, 62638

potential exposure to hazardous substances, 62630

training of (including induction training) *see* training

work health and safety,

investigations and inquiries (including those addressing child sexual abuse disclosures, allegations or complaints), *see* WORK HEALTH AND SAFETY

promotion, *see* WORK HEALTH AND SAFETY

preventative work health and safety measures, *see* WORK HEALTH AND SAFETY

training, personnel management, *see* training

training register, personnel management, 62631

work performance, *see* performance management

work-related travel by agency personnel, personnel management, *see* travel and accommodation

workers compensation claims, *see* COMPENSATION

workers compensation insurance, *see* WORK HEALTH AND SAFETY

working groups, personnel management, *see* committees

Workplace Relations Committee, industrial relations, *see* INDUSTRIAL RELATIONS

\* Default class 62638 can also be used to sentence where class 62635 is indicated.