

Consolidated index to general retention and disposal authorities

This is a consolidated index, incorporating the *General retention and disposal authority: administrative records* (GA28) and the *General retention and disposal authority: personnel records* (GDA12), and containing references to other general retention and disposal authorities where relevant.

The index covers the major subjects, functions and activities covered by the authorities. For each subject there may also be relevant records created under common activities including PLANNING, POLICY, PROCEDURES and REPORTING. These have only been stated in the index only if there is specific reference to them in the entry.

Where there are a number of relevant entries or all entries in the class relate to the subject matter, the activity number has been given, e.g. **PROPERTY MANAGEMENT – CONSERVATION, 16.6.0**. Where the subject matter only relates to one or a few entries in the activity, that entry number has been given, e.g. **PROPERTY MANAGEMENT – CONSERVATION, 16.6.4**.

This index is to be updated on a regular basis. If omissions or incorrect entries are detected, please forward an email to govrec@records.nsw.gov.au with details of the problem.

A

ABN	See Australian Business Number (ABN) registration
abolition of positions	ESTABLISHMENT – VARIATIONS, GA28, 6.7.1
Aboriginal relics	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0
Aboriginal significance, sites of	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0
absence, leave of	PERSONNEL – LEAVE, GDA12, 2.17.0
abuse of children	see child protection
acceptance (letters)	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.2 PERSONNEL – RECRUITMENT, GDA12, 2.23.2-3 STAFF DEVELOPMENT – ADDRESSES, GA28, 18.2.2 STAFF DEVELOPMENT – CONFERENCES, GA28, 18.4.2
access	INFORMATION MANAGEMENT – AGREEMENTS, GA28, 12.2.1 INFORMATION MANAGEMENT – AUTHORISATION, GA28, 12.5.1 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.3-4 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.4-6 TECHNOLOGY & TELECOMMUNICATIONS – PLANNING, GA28, 20.17.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.1-2
access, unauthorised	INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.1-2 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-3 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.3

ACCIDENTS see also COMPENSATION , REHABILITATION	COMPENSATION – CLAIMS , GA28, 3.2.0 FLEET MANAGEMENT , GA28, 8.1.0 FLEET MANAGEMENT – REPORTING , GA28, 8.16.0 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.1.0 PROPERTY MANAGEMENT – MAINTENANCE , GA28, 16.16.2
accommodation see also PROPERTY MANAGEMENT	COMMITTEES , GA28, 1.0.9 COMMUNITY RELATIONS – CONFERENCES , GA28, 2.5.2 COMMUNITY RELATIONS – VISITS , GA28, 2.23.0 FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1 INDUSTRIAL RELATIONS – MEETINGS , GA28, 11.7.2 STAFF DEVELOPMENT – ADDRESSES , GA28, 18.2.2 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.3 STRATEGIC MANAGEMENT – MEETINGS , GA28, 19.12.1
accountable books and forms	EQUIPMENT & STORES – STOCKTAKE , GA28, 5.20.1 FINANCIAL MANAGEMENT – ASSET REGISTER , GA28, 7.5.1
accountable items register	FINANCIAL MANAGEMENT – ASSET REGISTER , GA28, 7.5.1
ACCOUNTING	FINANCIAL MANAGEMENT , GA28, 7.1.0 FINANCIAL MANAGEMENT – POLICY , GA28, 7.14.1 FINANCIAL MANAGEMENT – PROCEDURES , GA28, 7.15.0
accreditation see also certification	COMPENSATION – INSURANCE , GA28, 3.4.3 OCCUPATIONAL HEALTH & SAFETY – APPEALS , GA28, 14.2.1
accrual reports	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS , GA28, 7.12.0
ACQUISITION see also CONTRACTING- OUT , DISPOSAL, EVALUATION, LEASING, TENDERING	COMMUNITY RELATIONS , GA28, 2.1.0 EQUIPMENT & STORES , GA28, 5.1.0 EQUIPMENT & STORES – POLICY , GA28, 5.15.0 EQUIPMENT & STORES – PROCEDURES , GA28, 5.16.0 FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1 FINANCIAL MANAGEMENT – ASSET REGISTER , GA28, 7.5.1 FLEET MANAGEMENT , GA28, 8.2.0 FLEET MANAGEMENT – PROCEDURES , GA28, 8.15.0 INFORMATION MANAGEMENT , GA28, 12.1.0 PROPERTY MANAGEMENT , GA28, 16.1.0 STAFF DEVELOPMENT , GA28, 18.1.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.1.0
activity logs	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.6
activity reports	COMPENSATION – CLAIMS , GA28, 3.2.6
acts	see LEGISLATION
address lists	see contact details
ADDRESSES see also CONFERENCES	COMMUNITY RELATIONS , GA28, 2.2.0 GOVERNMENT RELATIONS , GA28, 10.1.0 STAFF DEVELOPMENT , GA28, 18.2.0
administrative change see also RESTRUCTURING	INFORMATION MANAGEMENT – AUTHORISATION , GA28, 12.5.1

	STRATEGIC MANAGEMENT – AGREEMENTS, GA28, 19.1.1
Administrative Decisions Tribunal (ADT)	COMPENSATION – CLAIMS, GA28, 3.2.0 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 LEGAL SERVICES, GA28, 13.0.0 OCCUPATIONAL HEALTH & SAFETY – APPEALS, GA28, 14.2.1
adoption leave applications	PERSONNEL – LEAVE, GDA12, 2.17.0
ADT	see Administrative Decisions Tribunal (ADT)
advances (financial)	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1
advertising	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.1 COMMUNITY RELATIONS – POLICY, GA28, 2.17.0 PERSONNEL – MARKETING, GDA12, 2.18.1 PERSONNEL – RECRUITMENT, GDA12, 2.23.1
ADVICE see also relevant activities, e.g. CUSTOMER SERVICE	COMPENSATION, GA28, 3.1.0 FINANCIAL MANAGEMENT, GA28, 7.2.0 GOVERNING BODIES, GA28, 9.1.0 GOVERNMENT RELATIONS, GA28, 10.2.0 LEGAL SERVICES, GA28, 13.1.0 PERSONNEL – COMPLIANCE, GDA12, 2.7.3 PERSONNEL – COUNSELLING, GDA12, 2.9.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.13
advice and briefing papers	see COMMITTEES, MEETINGS , other relevant activities
advisory committees	COMMITTEES, GA28, 1.0.8
agency bargaining	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.0
agency publications	see publications
agenda and minutes	see COMMITTEES, MEETINGS , other relevant activities
AGREEMENTS see also CONTRACTING-OUT, LEASING, LEASING-OUT, TENDERING	COMMUNITY RELATIONS, GA28, 2.3.0 COMPENSATION – CLAIMS, GA28, 3.2.0 CONTRACTING-OUT, GA28, 4.0.1 EQUIPMENT & STORES, GA28, 5.2.0 FINANCIAL MANAGEMENT, GA28, 7.3.0 GOVERNING BODIES, GA28, 9.2.0 GOVERNMENT RELATIONS, GA28, 10.3.0 INDUSTRIAL RELATIONS, GA28, 11.1.0 INFORMATION MANAGEMENT, GA28, 12.2.0 LEGAL SERVICES, GA28, 13.2.0 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2, 2.12.5 PERSONNEL – PERFORMANCE MANAGEMENT, GDA12, 2.19.2-3 PUBLICATION, GA28, 17.1.0 STRATEGIC MANAGEMENT, GA28, 19.1.0 STRATEGIC MANAGEMENT – JOINT VENTURES, GA28, 19.11.0 TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.2.0
air-conditioning	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.1 PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.3

alarms	PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.3 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.5
allegations see also SECURITY	GOVERNING BODIES – CORRUPTION, GA28, 9.9.1 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0
ALLOCATION see also DISTRIBUTION	EQUIPMENT & STORES, GA28, 5.3.0 FINANCIAL MANAGEMENT, GA28, 7.4.0 TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.3.0
ALLOWANCES	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0 GOVERNING BODIES – ARRANGEMENTS, GA28, 9.4.1 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.4 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.13
alterations	see MAINTENANCE, CONSTRUCTION
animal species registers	PROPERTY MANAGEMENT – FLORA & FAUNA MANAGEMENT, GA28, 16.10.1
animal surveys	PROPERTY MANAGEMENT – FLORA & FAUNA MANAGEMENT, GA28, 16.10.1
anniversaries	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0
annual financial statements	see FINANCIAL STATEMENTS
annual leave	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.1-2 PERSONNEL – LEAVE, GDA12, 2.17.0
annual reports	GOVERNMENT RELATIONS – REPORTING, GA28, 10.11.1-2 PUBLICATION – PRODUCTION, GA28, 17.15.8
anti-discrimination programs	GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3 STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.1
APPEALS	COMPENSATION – CLAIMS, GA28, 3.2.0 GOVERNING BODIES, GA28, 9.3.0 INDUSTRIAL RELATIONS, GA28, 11.2.0 INFORMATION MANAGEMENT, GA28, 12.3.0 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 OCCUPATIONAL HEALTH & SAFETY – APPEALS, GA28, 14.2.0 PERSONNEL, GDA12, 2.2.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PROPERTY MANAGEMENT – CLAIMS, GA28, 16.4.1
APPLICATION DEVELOPMENT & MANAGEMENT	TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.4.0
applications see also APPLICATION DEVELOPMENT & MANAGEMENT and other relevant functions and activities	GOVERNING BODIES – TRAINING & DEVELOPMENT, GA28, 9.15.3 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 PERSONNEL – ARRANGEMENTS, GDA12, 2.3.1 PERSONNEL – LEAVE, GDA12, 2.17.0 PERSONNEL – RECRUITMENT, GDA12, 2.23.0 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.4

	STAFF DEVELOPMENT – TRAINING, GA28, 18.11.8 STRATEGIC MANAGEMENT – GRANT FUNDING, GA28, 19.8.2-4
appointment books	STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.13.2-3
appointments see also REPRESENTATIVES and other relevant functions and activities	COMMITTEES , GA28, 1.0.0 CONTRACTING-OUT , GA28, 4.0.1 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1-2 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.0 PERSONNEL – SECURITY, GDA12, 2.27.0
appraisal reports (performance)	see PERFORMANCE MANAGEMENT
apprenticeships	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.2
appropriation ledgers	see ledgers and journals, financial
appropriations	FINANCIAL MANAGEMENT – TREASURY MANAGEMENT, GA28, 7.19.2
approvals see also AUTHORISATION and other relevant functions and activities	PERSONNEL – ARRANGEMENTS, GDA12, 2.3.1 PERSONNEL – LEAVE, GDA12, 2.17.0 PERSONNEL – RECRUITMENT, GDA12, 2.23.0
Approved Screening Agencies	PERSONNEL – COMPLIANCE, GDA12, 2.7.1 PERSONNEL – RECRUITMENT, GDA12, 2.23.6-8
arbitration	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.0
archaeological impact statements	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
archival recordings of demolition	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1 PROPERTY MANAGEMENT – DISPOSAL, GA28, 16.8.1-2
archives management	see INFORMATION MANAGEMENT
ARRANGEMENTS	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.2 COMMUNITY RELATIONS – EXHIBITIONS, GA28, 2.10.1 COMMUNITY RELATIONS – MEDIA RELATIONS, GA28, 2.15.2 COMMUNITY RELATIONS – VISITS, GA28, 2.23.0 EQUIPMENT & STORES , GA28, 5.4.0 FLEET MANAGEMENT , GA28, 8.3.0 GOVERNING BODIES , GA28, 9.4.0 PERSONNEL , GDA12, 2.3.0 PROPERTY MANAGEMENT , GA28, 16.2.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.5.0
arrears (payment)	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1
artefacts, donation of	see DONATIONS
asbestos	see hazardous substances and entries below

asbestos management plan	OCCUPATIONAL HEALTH & SAFETY – PLANNING , GA28, 14.7.0
asbestos register	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.4
asset disposal	see DISPOSAL
asset management	EQUIPMENT & STORES , GA28, 5.0.0 FINANCIAL MANAGEMENT – ASSET REGISTER , GA28, 7.5.1 PROPERTY MANAGEMENT , GA28, 16.0.0 STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY , GA28, 19.10.0 STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.3-4
ASSET REGISTER	FINANCIAL MANAGEMENT – ASSET REGISTER , GA28, 7.5.0
assets and liabilities, statements of	FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS , GA28, 7.12.0
atmospheric contaminants	OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT , GA28, 14.13.4
attendance records see also guest lists and other relevant functions and activities	COMMUNITY RELATIONS – CONFERENCES , GA28, 2.5.2, 2.5.4 GOVERNING BODIES – TRAINING & DEVELOPMENT , GA28, 9.15.3 PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.0 STAFF DEVELOPMENT – CONFERENCES , GA28, 18.4.3 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.3
auction records	see DISPOSAL
audio tapes see also the organisation's functional authority, <i>General retention and disposal authority: audio visual programs and recordings</i> (GDA11)	COMMUNITY RELATIONS – ADDRESSES , GA28, 2.2.6 COMMUNITY RELATIONS – CONFERENCES , GA28, 2.5.0 COMMUNITY RELATIONS – MARKETING , GA28, 2.14.2 PUBLICATION – PRODUCTION , GA28, 17.15.8 STAFF DEVELOPMENT – ADDRESSES , GA28, 18.2.1
AUDIT	COMPENSATION – INSURANCE , GA28, 3.4.3 EQUIPMENT & STORES , GA28, 5.5.0 FINANCIAL MANAGEMENT , GA28, 7.6.0 GOVERNING BODIES , GA28, 9.5.0 INFORMATION MANAGEMENT , GA28, 12.4.0 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.3.0 PROPERTY MANAGEMENT , GA28, 16.3.0 STAFF DEVELOPMENT , GA28, 18.3.0 STRATEGIC MANAGEMENT , GA28, 19.2.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.6.0
audit trails	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6 (when embedded in transaction record) TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.6-7
Australian Business Number (ABN) registration	FINANCIAL MANAGEMENT – COMPLIANCE , GA28, 7.9.1

Australian Company Number (ACN)	FINANCIAL MANAGEMENT – COMPLIANCE, GA28, 7.9.1
Australian Industrial Relations Commission	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.1
Australian Workplace Agreements (AWA)	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-4
authentication and authenticity control	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.2
AUTHORISATION	COMMITTEES , GA28, 1.0.0 FINANCIAL MANAGEMENT , GA28, 7.7.0 FLEET MANAGEMENT , GA28, 8.4.0 GOVERNING BODIES , GA28, 9.6.0 GOVERNMENT RELATIONS , GA28, 10.4.0 INFORMATION MANAGEMENT , GA28, 12.5.0 PERSONNEL – ARRANGEMENTS, GDA12, 2.3.0 PERSONNEL , GDA12, 2.5.0 PUBLICATION , GA28, 17.2.0 STRATEGIC MANAGEMENT , GA28, 19.3.0
AUTHORITIES	GOVERNING BODIES , GA28, 9.7.0
authority files of subject headings	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.5
AWA	see Australian Workplace Agreements (AWA)
awards (honours)	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.4 COMMUNITY RELATIONS – SUBMISSIONS, GA28, 2.22.1 PERSONNEL – PERFORMANCE MANAGEMENT, GDA12, 2.19.4-6 PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.1-2 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2 PROPERTY MANAGEMENT – DISPOSAL, GA28, 16.8.1-2
awards (industrial relations)	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.0

B

backup logs	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.7
balance sheets	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0
ballot papers see also REPRESENTATIVES	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.3
bank accounts, establishment and management of	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.2
bank guarantees/securities	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.3

banking authorities	STRATEGIC MANAGEMENT – AUTHORISATION, GA28, 19.3.0
banking records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
bans	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.0
benchmarking	see STANDARDS
bequests	see DONATIONS
bills (accounts)	see ACCOUNTING
bills (legislation)	see LEGISLATION
boards	see GOVERNING BODIES
bomb threats	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-2
bonds	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.3
bonds and liabilities	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12
bonuses, payment of	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
bookings	COMMITTEES , GA28, 1.0.9 COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.2 EQUIPMENT & STORES – ALLOCATION, GA28, 5.3.3 FLEET MANAGEMENT – ACCIDENTS, GA28, 8.1.0 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.0 GOVERNING BODIES – ARRANGEMENTS, GA28, 9.5.1 GOVERNING BODIES – MEETINGS, GA28, 9.10.2 GOVERNING BODIES – TRAINING & DEVELOPMENT, GA28, 9.15.5 GOVERNMENT RELATIONS – MEETINGS, GA28, 10.8.2 INDUSTRIAL RELATIONS – MEETINGS, GA28, 11.7.2 PERSONNEL – ARRANGEMENTS, GDA12, 2.3.2 PROPERTY MANAGEMENT – ARRANGEMENTS, GA28, 16.2.1 STAFF DEVELOPMENT – ADDRESSES, GA28, 18.2.2 STAFF DEVELOPMENT – CONFERENCES, GA28, 18.4.2 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.8 STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.13.1 TECHNOLOGY & TELECOMMUNICATIONS – ARRANGEMENTS, GA28, 20.5.1
borrowing see also loan records, inter-library loans	FINANCIAL MANAGEMENT – POLICY, GA28, 7.14.1 FINANCIAL MANAGEMENT – TREASURY MANAGEMENT, GA28, 7.19.2
breaches	COMPENSATION – COMPLIANCE, GA28, 3.3.1 FLEET MANAGEMENT – INFRINGEMENTS, GA28, 8.8.1 INFORMATION MANAGEMENT – COMPLIANCE, GA28, 12.7.3-4 INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.1-2 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.6

	PERSONNEL – COUNSELLING, GDA12, 2.9.1 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.2 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-3 PUBLICATION – COMPLIANCE, GA28, 17.3.2 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.3
break-ins	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-3
briefing notes or papers see also COMMITTEES, MEETINGS and other relevant activities	GOVERNMENT RELATIONS – ADVICE, GA28, 10.2.1
budget estimates	see estimates
BUDGETING	FINANCIAL MANAGEMENT, GA28, 7.8.0
building (construction)	see CONSTRUCTION
building applications	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
building lock combinations	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.6
building management standards	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.1
building management systems	PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.5
building regulations	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.1
buildings	see PROPERTY MANAGEMENT
bundy cards	see clock on/off cards
business cases	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.1 EQUIPMENT & STORES – EVALUATION, GA28, 5.9.1 FLEET MANAGEMENT – ACQUISITION, GA28, 8.2.1 PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.0 PROPERTY MANAGEMENT – EVALUATION, GA28, 16.9.1 STRATEGIC MANAGEMENT – EVALUATION, GA28, 19.7.1 STRATEGIC MANAGEMENT – GRANT FUNDING, GA28, 19.8.2 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION, GA28, 20.1.0 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
business classification schemes	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.6-7
business continuity plans	STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.3 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4 STRATEGIC MANAGEMENT – REPORTING, GA28, 19.17.1,3-4
business names registration	STRATEGIC MANAGEMENT – COMPLIANCE, GA28, 19.4.3

business plans	STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.1-2
business process analysis	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
business rules	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.6-7 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1
business unit planning	see PLANNING
buyers' guides	see EVALUATION, ACQUISITION

C

CA	see certified agreement
cab charge vouchers	see vouchers
Cabinet	GOVERNMENT RELATIONS – ADVICE, GA28, 10.2.0 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.11.1 LEGAL SERVICES – ADVICE, GA28, 13.1.1
cabling	PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0 TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION, GA28, 20.13.1
cadetships	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.2
calculations (budgeting)	FINANCIAL MANAGEMENT – BUDGETING, GA28, 7.8.2
camera tapes	see <i>General retention and disposal authority: video and visual surveillance records (GDA8)</i> or <i>General retention and disposal authority: audio visual programs and recordings (GDA11)</i>
campaigns	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.1 PERSONNEL – MARKETING, GDA12, 2.18.1
capital works and construction	FINANCIAL MANAGEMENT – ASSET REGISTER, GA28, 7.5.1 FINANCIAL MANAGEMENT – BUDGETING, GA28, 7.8.0 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.0
carcinogens	see hazardous substances
cards	COMMUNITY RELATIONS – GREETINGS, GA28, 2.11.1
career counselling	PERSONNEL – COUNSELLING, GDA12, 2.9.0
career paths	PERSONNEL – MARKETING, GDA12, 2.18.1 PERSONNEL – PERFORMANCE MANAGEMENT, GDA12, 2.19.0
carer's leave	see Family and Community Service leave (FACS)
cars	see FLEET MANAGEMENT
case files	see CASES

case management tracking systems	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.4
CASES	COMPENSATION – CLAIMS, GA28, 3.2.0 INFORMATION MANAGEMENT, GA28, 12.6.0 OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS, GA28, 14.1.0 PERSONNEL – APPEALS, GDA12, 2.2.0 PERSONNEL – COUNSELLING, GDA12, 2.9.1 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0 PERSONNEL – REHABILITATION, GA28, 2.24.1
cash books	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
cash flow statements	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0
cash register records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
cash sheets	see cash books
cashiers records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
catalogues (exhibition)	COMMUNITY RELATIONS – EXHIBITIONS, GA28, 2.10.1
catalogues (library)	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.5
catering	COMMITTEES, GA28, 1.0.9 COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.2 GOVERNING BODIES – MEETINGS, GA28, 9.10.2 GOVERNING BODIES – TRAINING & DEVELOPMENT, GA28, 9.15.3 GOVERNMENT RELATIONS – MEETINGS, GA28, 10.8.2 INDUSTRIAL RELATIONS – MEETINGS, GA28, 11.7.2 STAFF DEVELOPMENT – ADDRESSES, GA28, 18.2.2 STAFF DEVELOPMENT – CONFERENCES, GA28, 18.4.2 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.8 STRATEGIC MANAGEMENT – MEETINGS, 19.13.1
CELEBRATIONS	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0
CELEBRATIONS, CEREMONIES, FUNCTIONS (SOCIAL) see also ADDRESSES	COMMUNITY RELATIONS, GA28, 2.4.0
census	INFORMATION MANAGEMENT – INVENTORY, GA28, 12.18.1
CEREMONIES	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0

certificates (awards)	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.4
certificates (competency)	OCCUPATIONAL HEALTH & SAFETY – APPEALS, GA28, 14.2.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-4
certificates (employee tax)	see employee tax certificates
certificates (group)	see group certificates
certificates (registration)	EQUIPMENT & STORES – COMPLIANCE, GA28, 5.7.2
certificates (title)	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.4
certification (engineering)	FLEET MANAGEMENT – COMPLIANCE, GA28, 8.6.1
certification (quality management)	STRATEGIC MANAGEMENT – COMPLIANCE, GA28, 19.4.2
certification (valuation)	see valuation records
certified agreements	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.0
certified mail	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.8
charges see also breaches	PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.0
charities, donations to	COMMUNITY RELATIONS – DONATIONS, GA28, 2.7.1-2
chart of accounts	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.7
Charter of Principles for a Culturally Diverse Society	GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3 STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.1
cheques	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
Chief Executive's instructions	FINANCIAL MANAGEMENT – POLICY, GA28, 7.14.1 FINANCIAL MANAGEMENT – PROCEDURES, GA28, 7.15.0
child protection	PERSONNEL – COMPLIANCE, GDA12, 2.7.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.1 PERSONNEL – RECRUITMENT, GDA12, 2.23.7-8
Christmas card lists	COMMUNITY RELATIONS – GREETINGS, GA28, 2.11.1
circuit layouts	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0
circulars see also COMPLIANCE, POLICY, PROCEDURES	PERSONNEL – COMPLIANCE, GA28, 15.1.0 PERSONNEL – COMPLIANCE, GDA12, 2.7.3 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.14
citizenship	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.0 PERSONNEL – RECRUITMENT, GDA12, 2.23.0

claim forms	COMPENSATION – CLAIMS, GA28, 3.2.0
claim reviews	COMPENSATION – CLAIMS, GA28, 3.2.0
CLAIMS see also INSURANCE	COMPENSATION , GA28, 3.2.0 EQUIPMENT & STORES , GA28, 5.6.0 FLEET MANAGEMENT , GA28, 8.5.0 INDUSTRIAL RELATIONS , GA28, 11.3.0 PROPERTY MANAGEMENT , GA28, 16.4.0
claims of privilege (standing order 52)	GOVERNMENT RELATIONS – COMPLIANCE, GA28, 10.5.0
classification and grading of positions	ESTABLISHMENT – POLICY, GA28, 6.3.0 ESTABLISHMENT – PROCEDURES, GA28, 6.4.0 ESTABLISHMENT – VARIATIONS, GA28, 6.7.1 PERSONNEL – EVALUATION, GDA12, 2.13.2
classification schemes	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.5-7
classified records and information	INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.0
classified waste	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.6
cleaning	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.0
clock on/off cards	PERSONNEL – ATTENDANCE, GDA12, 2.12.10-11
clubs	see SOCIAL CLUBS
coat of arms	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
codes of conduct, breaches of	PERSONNEL – COUNSELLING, GDA12, 2.9.1 PERSONNEL – DISCIPLINE, GDA12, 2.10.0
codes of conduct, development of	GOVERNING BODIES – POLICY, GA28, 9.13.1 STRATEGIC MANAGEMENT – POLICY, GA28, 19.15.0
codes of conduct, signed	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-5 STRATEGIC MANAGEMENT – POLICY, GA28, 19.4.1-2
codes of practice	see STANDARDS, POLICY
combinations	EQUIPMENT & STORES – SECURITY, GA28, 5.19.2 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.6
commission, payment of	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
commissioning of plant	EQUIPMENT & STORES – MAINTENANCE, GA28, 5.14.0
commissions of inquiry	GOVERNMENT RELATIONS – INQUIRIES, GA28, 10.6.0
COMMITTEES see also other relevant activities and MEETINGS	GA28, 1.0.0

Committees of State	COMMITTEES , GA28, 1.0.2
community groups and organisations	see COMMUNITY RELATIONS
COMMUNITY RELATIONS	ACQUISITION, GA28, 2.1.0 ADDRESSES, GA28, 2.2.0 AGREEMENTS, GA28, 2.3.0 CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0 COMMITTEES , GA28, 1.0.0 CONFERENCES, GA28, 2.5.0 CONTRACTING-OUT , GA28, 4.0.0 CUSTOMER SERVICE, GA28, 2.6.0 DONATIONS, GA28, 2.7.0 ENQUIRIES, GA28, 2.8.0 EVALUATION, GA28, 2.9.0 EXHIBITIONS, GA28, 2.10.0 GREETINGS, GA28, 2.11.0 JOINT VENTURES, GA28, 2.12.0 LIAISON, GA28, 2.13.0 MARKETING, GA28, 2.14.0 MEDIA RELATIONS, GA28, 2.15.0 PLANNING, GA28, 2.16.0 POLICY, GA28, 2.17.0 PROCEDURES, GA28, 2.18.0 PUBLIC REACTION, GA28, 2.19.0 REPORTING, GA28, 2.20.0 REVIEWING, GA28, 2.21.0 SUBMISSIONS, GA28, 2.22.0 TENDERING , GA28, 21.0.0 VISITS, GA28, 2.23.0
COMPENSATION	ADVICE, GA28, 3.1.0 CLAIMS, GA28, 3.2.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 3.3.0 CONTRACTING-OUT , GA28, 4.0.0 INSURANCE, GA28, 3.4.0 POLICY, GA28, 3.5.0 PROCEDURES, GA28, 3.6.0 REVIEWING, GA28, 3.7.0 TENDERING , GA28, 21.0.0
complaints see also DISPUTES	COMMUNITY RELATIONS – PUBLIC REACTION, GA28, 2.19.0 INDUSTRIAL RELATIONS – GRIEVANCES, GA28, 11.5.1 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 OCCUPATIONAL HEALTH & SAFETY – INSPECTIONS, GA28, 14.6.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0
COMPLIANCE see also STANDARDS	COMPENSATION , GA28, 3.3.0 EQUIPMENT & STORES , GA28, 5.7.0 FINANCIAL MANAGEMENT , GA28, 7.9.0 FLEET MANAGEMENT , GA28, 8.6.0 GOVERNING BODIES , GA28, 9.8.0 GOVERNMENT RELATIONS , GA28, 10.5.0 INFORMATION MANAGEMENT , GA28, 12.7.0 LEGAL SERVICES , GA28, 13.3.0 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.4.0 PERSONNEL , GA28, 15.1.0

	PERSONNEL , GDA12, 2.7.0 PERSONNEL – RECRUITMENT , GDA12, 2.23.7-8 PROPERTY MANAGEMENT , GA28, 16.5.0 PUBLICATION , GA28, 17.3.0 STRATEGIC MANAGEMENT , GA28, 19.4.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.7.0
computers	see TECHNOLOGY & TELECOMMUNICATIONS
conciliation	COMPENSATION – CLAIMS , GA28, 3.2.0 INFORMATION MANAGEMENT – COMPLIANCE , GA28, 12.7.4
condition treatment reports	PROPERTY MANAGEMENT – REPORTING , GA28, 16.21.1,16.21.4
conditions of employment or engagement	CONTRACTING-OUT , GA28, 4.0.1 PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.0
condolences	COMMUNITY RELATIONS – GREETINGS , GA28, 2.11.1
CONFERENCES see also ADDRESSES, COMMITTEES	COMMUNITY RELATIONS , GA28, 2.5.0 STAFF DEVELOPMENT , GA28, 18.4.0
confidentiality agreements	INFORMATION MANAGEMENT – AGREEMENTS , GA28, 12.2.1
configuration	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.1, 20.4.4
confined spaces	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.5 OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT , GA28, 14.13.0 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.9
conflict of interest	GOVERNING BODIES – COMPLIANCE , GA28, 9.8.1
connection to networks	TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION , GA28, 20.13.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY , GA28, 20.23.1
CONSERVATION	INFORMATION MANAGEMENT , GA28, 12.8.0 PROPERTY MANAGEMENT , GA28, 16.6.0
conservation management plans	PROPERTY MANAGEMENT – PLANNING , GA28, 16.18.1, 16.18.3
conservation reports	PROPERTY MANAGEMENT – REPORTING , GA28, 16.21.1, 16.21.4
consignment lists	INFORMATION MANAGEMENT – DISPOSAL , GA28, 12.11.3
CONSTRUCTION see also MAINTENANCE	COMMUNITY RELATIONS – EXHIBITIONS , GA28, 2.10.1 PROPERTY MANAGEMENT , GA28, 16.7.0
consultants	CONTRACTING-OUT , GA28, 4.0.0

consultative committees or councils	COMMITTEES , GA28, 1.0.8
contact details	COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.4 COMMUNITY RELATIONS – GREETINGS, GA28, 2.11.1 COMMUNITY RELATIONS – LIAISON, GA28, 2.13.2 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.2 INFORMATION MANAGEMENT – CUSTOMER SERVICE, GA28, 12.10.6
contaminated land	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.5-6 PROPERTY MANAGEMENT – INSPECTIONS, GA28, 16.11.1
contract ledgers	see ledgers and journals, financial
CONTRACTING-OUT see also EVALUATION for decisions regarding whether to contract out	4.0.0 INFORMATION MANAGEMENT – AUTHORISATION, GA28, 12.5.1
contractors	CONTRACTING-OUT , GA28, 4.0.0
contracts see also AGREEMENTS, CONTRACTING-OUT , TENDERING	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-6 PERSONNEL – PERFORMANCE MANAGEMENT, GDA12, 2.19.2 PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.1-2 PROPERTY MANAGEMENT – DISPOSAL, GA28, 16.8.0 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION, GA28, 20.1.1
contracts under seal	see specialty contracts
CONTROL	INFORMATION MANAGEMENT , GA28, 12.9.0
convictions	PERSONNEL – DISCIPLINE, GDA12, 2.10.0
cooling systems	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.4 PROPERTY MANAGEMENT – RISK MANAGEMENT, GA28, 16.23.1
copying services	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 12.17.0
copyright	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 12.17.0 PUBLICATION – COMPLIANCE, GA28, 17.3.0 PUBLICATION – INTELLECTUAL PROPERTY, GA28, 17.9.0 STRATEGIC MANAGEMENT – AGREEMENTS, GA28, 19.1.2 STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0
copyright collecting societies	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 12.17.1
copyright declaration forms	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 12.17.2
corporate finance	see FINANCIAL MANAGEMENT

corporate plans	STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.1-2
corporate style	PUBLICATION – CORPORATE STYLE , GA28, 17.4.0
corporate wardrobe	see uniforms
corporatisation	INFORMATION MANAGEMENT – AUTHORISATION , GA28, 12.5.1 INFORMATION MANAGEMENT – DISPOSAL , GA28, 12.11.6 STRATEGIC MANAGEMENT – AGREEMENTS , GA28, 19.1.1 TECHNOLOGY & TELECOMMUNICATIONS – RESTRUCTURING , GA28, 20.21.1
CORRUPTION	FINANCIAL MANAGEMENT , GA28, 7.10.0 GOVERNING BODIES , GA28, 9.9.0 PERSONNEL – DISCIPLINE , GDA12, 2.10.0 STRATEGIC MANAGEMENT , GA28, 19.5.0
corruption prevention	see CORRUPTION
cost ledgers/cards	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.6
cost-benefit analysis	see ACQUISITION, EVALUATION, LEASING
costings (budget)	FINANCIAL MANAGEMENT – BUDGETING , GA28, 7.8.2
costs	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6
Councils of State	COMMITTEES , GA28, 1.0.2
COUNSELLING	PERSONNEL , GDA12, 2.9.0
counter-disaster plans	STRATEGIC MANAGEMENT – IMPLEMENTATION , GA28, 19.9.3 STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.3-4 STRATEGIC MANAGEMENT – REPORTING , GA28, 19.171, 19.174
courier consignment records/ books	EQUIPMENT & STORES – ACQUISITION , GA28, 5.1.1
court orders see also subpoenas, discovery orders	LEGAL SERVICES – LITIGATION , GA28, 13.4.0 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.6
creation of positions	ESTABLISHMENT – VARIATIONS , GA28, 6.7.1
credit card contracts	FINANCIAL MANAGEMENT – AGREEMENTS , GA28, 7.3.1
credit card receipts	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1
credit notes/note books	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6
creditor records	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6
criminal offences	PERSONNEL – DISCIPLINE , GDA12, 2.10.0

	PERSONNEL – SECURITY, GDA12, 2.27.1 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.0
criminal record checks	PERSONNEL – RECRUITMENT, GDA12, 2.23.6
Crown Solicitor’s advisings	LEGAL SERVICES – ADVICE, GA28, 13.1.1-2
culling	INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.0
curriculum vitas	PERSONNEL – RECRUITMENT, GDA12, 2.23.0
customer councils	COMMITTEES, GA28, 1.0.8
CUSTOMER SERVICE see also PUBLIC REACTION	COMMUNITY RELATIONS, GA28, 2.6.0 INFORMATION MANAGEMENT, GA28, 12.10.0 STRATEGIC MANAGEMENT, GA28, 19.6.0 TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.8.0
customisation of systems	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.4
cytoxins	see hazardous substances

D

damage see also COMPENSATION	EQUIPMENT & STORES – GA28, SECURITY, 5.19.1 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.2 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-3
dangerous occurrences	see ACCIDENTS
dangerous substances	see hazardous substances
DATA ADMINISTRATION	TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.9.0
data dictionaries	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1-2 TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION, GA28, 20.9.2
data recovery	TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION, GA28, 20.9.1
Data Universal Numbering System (DUNS)	FINANCIAL MANAGEMENT – COMPLIANCE, GA28, 7.9.1
database development or management	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0
death	COMPENSATION – CLAIMS, GA28, 3.2.2 OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS, GA28, 14.1.2 PERSONNEL – SEPARATIONS, GDA12, 2.28.3
debit note books	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
debt recovery	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6

debtor records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
declaration forms (employment)	see employment declaration forms
declarations of pecuniary interest	GOVERNING BODIES – COMPLIANCE, GA28, 9.8.0 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.7
declarations of prohibited persons	PERSONNEL – RECRUITMENT, GDA12, 2.23.7-8
deduction authorities (payroll)	see payroll deduction authorities
deed registers	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.3
deeds (contracts)	see AGREEMENTS, CONTRACTING-OUT , TENDERING
deeds (title)	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.4
deficiencies/losses	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1
delegations	GOVERNING BODIES – AUTHORISATION, GA28, 9.6.0 GOVERNMENT RELATIONS – AUTHORISATION, GA28, 10.4.1 INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.4 STRATEGIC MANAGEMENT – AUTHORISATION, GA28, 19.3.0
delivery	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.1 EQUIPMENT & STORES – ARRANGEMENTS, GA28, 5.4.1
demolition, archival recordings for	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 6.7.1 PROPERTY MANAGEMENT – DISPOSAL, GA28, 16.8.1
depreciation	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – ASSET REGISTER, GA28, 7.5.1
design	COMMUNITY RELATIONS – EXHIBITIONS, GA28, 2.10.1 PUBLICATION – CORPORATE STYLE, GA28, 17.4.0 PUBLICATION – PRODUCTION, GA28, 17.15.0 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1
design of forms	PUBLICATION – PRODUCTION, GA28, 17.15.4-5
designs (IP)	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0
destroyed records list	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.0 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.0
destruction	see DISPOSAL
development applications	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.4 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
diaries	STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.12.2-3

directives	see POLICY, PROCEDURES
disability plans	PERSONNEL – RECRUITMENT, GDA12, 2.23.0 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4
disabled access	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.1 PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.2-3
disaster plans	see counter-disaster plans
disaster repairs	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.0
disasters	STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.3 STRATEGIC MANAGEMENT – REPORTING, GA28, 19.17.1, 19.17.4 TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION, GA28, 20.9.1
DISCIPLINE see also COUNSELLING	PERSONNEL , GDA12, 2.10.0
disclosures, pecuniary interest	GOVERNING BODIES – COMPLIANCE, GA28, 9.8.0 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.7
disclosures, protective	see protected disclosures
discovery orders see also subpoenas, court orders	LEGAL SERVICES – LITIGATION, GA28, 13.4.0
dismissal	see termination
dispatch	see DISTRIBUTION
displays	see EXHIBITIONS
DISPOSAL	EQUIPMENT & STORES , GA28, 5.8.0 EQUIPMENT & STORES – POLICY, GA28, 5.15.0 EQUIPMENT & STORES – PROCEDURES, GA28, 5.16.0 FLEET MANAGEMENT , GA28, 8.7.0 INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.1-3 INFORMATION MANAGEMENT , GA28, 12.11.0 PROPERTY MANAGEMENT , GA28, 16.8.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.10.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.0
dispute contingency plans	INDUSTRIAL RELATIONS – PLANNING, GA28, 11.8.0
DISPUTES	COMPENSATION – CLAIMS, GA28, 3.2.0 INDUSTRIAL RELATIONS , GA28, 11.4.0 OCCUPATIONAL HEALTH & SAFETY – INSPECTIONS, GA28, 14.6.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0
dissection sheets	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.6

distributed management agreements	INFORMATION MANAGEMENT – AGREEMENTS , GA28, 12.2.1
DISTRIBUTION	EQUIPMENT & STORES – ALLOCATION , GA28, 5.3.1-2 INFORMATION MANAGEMENT , GA28, 12.12.0 PUBLICATION , GA28, 17.5.0 TECHNOLOGY & TELECOMMUNICATIONS – ALLOCATION , GA28, 20.3.0
domain names	PUBLICATION – COMPLIANCE , GA28, 17.3.1 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION , GA28, 20.1.0
DONATIONS	COMMUNITY RELATIONS , GA28, 2.7.0 FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1 INFORMATION MANAGEMENT , GA28, 12.13.0
doubtful debts	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1 FINANCIAL MANAGEMENT – CORRUPTION , GA28, 7.10.1
DRAFTING	PUBLICATION , GA28, 17.6.0 STRATEGIC MANAGEMENT – LEGISLATION , GA28, 19.12.1
drawings (construction)	PROPERTY MANAGEMENT – CONSTRUCTION , GA28, 16.7.1-2
drivers' licences	FLEET MANAGEMENT – ACCIDENTS , GA28, 8.1.0 FLEET MANAGEMENT – ARRANGEMENTS , GA28, 8.3.0
driving infringements	FLEET MANAGEMENT – INFRINGEMENTS , GA28, 8.8.1
due diligence checks	PROPERTY MANAGEMENT – ACQUISITION , GA28, 16.1.1-2 TENDERING , GA28, 21.0.1
DUNS	see Data Universal Numbering System (DUNS)
duty statements	ESTABLISHMENT – VARIATIONS , GA28, 6.7.1 PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.2-6

E

EAPS	see Ethnic Affairs Priority Statement (EAPS)
earnings, statements of	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.5
earning records (employee)	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0
easement arrangements	PROPERTY MANAGEMENT – ACQUISITION , GA28, 16.1.0
economic appraisals	FINANCIAL MANAGEMENT – PLANNING , GA28, 7.13.0
education	see STAFF DEVELOPMENT , study schemes
educational qualifications	PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.2-4
EEO	See Equal Employment Opportunity (EEO)
elections see REPRESENTATIVES	GOVERNING BODIES – MEMBERSHIP , GA28, 9.11.3

electrical maintenance	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.0
electronic publications	COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.1 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.2 GOVERNMENT RELATIONS – REPORTING, GA28, 10.11.1-2 PUBLICATION – PRODUCTION, GA28, 17.14.0 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.0
e-mail address lists	see contact details
e-mail policy	INFORMATION MANAGEMENT – POLICY, GA28, 12.21.0
emergencies	STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.0 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4 STRATEGIC MANAGEMENT – REPORTING, GA28, 19.17.1,19.17.4
emergency evacuation plans	OCCUPATIONAL HEALTH & SAFETY – PLANNING, GA28, 14.7.0 STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.0 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4 STRATEGIC MANAGEMENT – REPORTING, GA28, 19.17.1,19.17.4
employee counselling	see COUNSELLING
employee entitlements	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.1-2
employee files or records	see relevant entries in GDA12
employee pay history	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.1
employee tax certificates	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.5
employment agencies	CONTRACTING-OUT, GA28, 4.0.0
employment applications	PERSONNEL – RECRUITMENT, GDA12, 2.23.0
EMPLOYMENT CONDITIONS	PERSONNEL, GDA12, 2.12.0
employment declaration forms	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.5
employment histories	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.1
employment policy	PERSONNEL – POLICY, GA28, 15.4.0
employment schemes	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12 PERSONNEL – MARKETING, GDA12, 2.18.1
employment screening	PERSONNEL – RECRUITMENT, GDA12, 2.23.7-8 PERSONNEL – COMPLIANCE, GDA12, 2.7.1
encryption	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.2
endangered species	PROPERTY MANAGEMENT – FLORA & FAUNA MANAGEMENT, GA28, 16.10.2

endorsed suppliers	see ACQUISITION, CONTRACTING-OUT , EVALUATION, TENDERING
energy management plans	PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.2-3 PROPERTY MANAGEMENT – POLICY, GA28, 16.19.0 PROPERTY MANAGEMENT – PROCEDURES, GA28, 16.20.0
energy management systems	PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.5
enhancements (technology)	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.5
ENQUIRIES	COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.0 COMMUNITY RELATIONS , GA28, 2.8.0 INFORMATION MANAGEMENT , GA28, 12.14.0 INFORMATION MANAGEMENT – CUSTOMER SERVICE, GA28, 12.10.0 PUBLICATION , GA28, 17.7.0
enterprise agreements	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.0
enterprise bargaining	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.0
entertainment	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.0
entry permits	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.5 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.5
environmental audits	PROPERTY MANAGEMENT – AUDIT, GA28, 16.3.0
environmental impact statements/assessments	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.1-2 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.5-6 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
environmental monitoring	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.0 OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT, GA28, 14.13.0 PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.0 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.5-6 PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.2-3 PROPERTY MANAGEMENT – PROCEDURES, GA28, 16.20.0 PROPERTY MANAGEMENT – REPORTING, GA28, 16.21.0
Equal Employment Opportunity (EEO)	GOVERNMENT RELATIONS – REPORTING, GA28, 10.11.0 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3 STRATEGIC MANAGEMENT – IMPLEMENTATION, GA28, 19.9.1 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4 STRATEGIC MANAGEMENT – POLICY, GA28, 19.15.1-2 STRATEGIC MANAGEMENT – PROCEDURES, GA28, 19.16.0

EQUIPMENT & STORES	ACQUISITION, GA28, 5.1.0 AGREEMENTS, GA28, 5.2.0 ALLOCATION, GA28, 5.3.0 ARRANGEMENTS, GA28, 5.4.0 AUDIT, GA28, 5.5.0 CLAIMS, GA28, 5.6.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 5.7.0 CONTRACTING-OUT , GA28, 4.0.0 DISPOSAL, GA28, 5.8.0 EVALUATION, GA28, 5.9.0 INSTALLATION, GA28, 5.10.0 INSURANCE, GA28, 5.11.0 LEASING, GA28, 5.12.0 LEASING-OUT, GA28, 5.13.0 MAINTENANCE, GA28, 5.14.0 POLICY, GA28, 5.15.0 PROCEDURES, GA28, 5.16.0 REPORTING, GA28, 5.17.0 REVIEWING, GA28, 5.18.0 SECURITY, GA28, 5.19.0 STOCKTAKE, GA28, 5.20.0 TENDERING , GA28, 21.0.0
equipment registers	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.0 EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1 FINANCIAL MANAGEMENT – ASSET REGISTER, GA28, 7.5.1
equipment/plant history records	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.0 EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1 FINANCIAL MANAGEMENT – ASSET REGISTER, GA28, 7.5.1
equity	PERSONNEL – COUNSELLING, GDA12, 2.9.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0 PERSONNEL – POLICY, GA28, 15.4.0 STRATEGIC MANAGEMENT – POLICY, GA28, 19.15.0
ESTABLISHMENT	COMMITTEES , GA28, 1.0.0 EVALUATION, GA28, 6.1.0 PLANNING, GA28, 6.2.0 POLICY, GA28, 6.3.0 PROCEDURES, GA28, 6.4.0 REPORTING, GA28, 6.5.0 RESTRUCTURING, GA28, 6.6.0 VARIATIONS, GA28, 6.7.0
establishment variation authorities	ESTABLISHMENT – VARIATIONS, GA28, 6.7.0
estimates see also other relevant functions and activities	FINANCIAL MANAGEMENT – BUDGETING, GA28, 7.8.0 PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.0
estrays	INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.7
e-tags	FLEET MANAGEMENT – ACQUISITION, GA28, 8.2.2
ethics	PERSONNEL – COUNSELLING, GDA12, 2.9.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0

	PERSONNEL – POLICY , GA28, 15.4.0 STRATEGIC MANAGEMENT – POLICY , GA28, 19.14.3-4
Ethnic Affairs Priority Statement (EAPS)	STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.3-4
EVALUATION see also ACQUISITION, AUDIT, CONTRACTING- OUT , CUSTOMER SERVICE, INSPECTIONS, REVIEWING, TENDERING	COMMUNITY RELATIONS , GA28, 2.9.0 EQUIPMENT & STORES , GA28, 5.9.0 ESTABLISHMENT , GA28, 6.1.0 FINANCIAL MANAGEMENT , GA28, 7.11.0 INFORMATION MANAGEMENT , GA28, 12.15.0 PERSONNEL , GDA12, 2.13.0 PERSONNEL – PERFORMANCE MANAGEMENT , GDA12, 2.19.0 PERSONNEL – RECRUITMENT , GDA12, 2.23.0 PROPERTY MANAGEMENT , GA28, 16.9.0 PUBLICATION , GA28, 17.8.0 STAFF DEVELOPMENT , GA28, 18.5.0 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.5 STRATEGIC MANAGEMENT , GA28, 19.7.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.11.0
events	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS , GA28, 2.4.0
examinations	PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.0 PERSONNEL – LEAVE , GDA12, 2.17.0 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.4
exchange	see DISPOSAL
executive management boards	GOVERNING BODIES , GA28, 9.0.0
executive officers	see Senior Executive Service
exemptions from information legislation	INFORMATION MANAGEMENT – COMPLIANCE , GA28, 12.7.2
EXHIBITIONS	COMMUNITY RELATIONS , GA28, 2.10.0 COMMUNITY RELATIONS – MARKETING , GA28, 2.14.0
expenditure records	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6
explanatory memoranda	GOVERNMENT RELATIONS – LEGISLATION , GA28, 10.7.1
exposure to hazardous substances	COMPENSATION – CLAIMS , GA28, 3.2.0 OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS , GA28, 14.1.0 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.4
extended leave	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.1-2 PERSONNEL – LEAVE , GDA12, 2.17.2
external committees	COMMITTEES , GA28, 1.0.1-4

F

FACS leave	see Family and Community Service leave (FACS)
------------	---

Family and Community Service leave (FACS)	PERSONNEL – LEAVE, GDA12, 2.17.0
fatalities	see ACCIDENTS, death
fauna	PROPERTY MANAGEMENT – FLORA & FAUNA MANAGEMENT, GA28, 16.10.0
FBT	see Fringe Benefits Tax (FBT)
feasibility studies see also EVALUATION	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0
feedback	see complaints, PUBLIC REACTION, SUGGESTIONS
fees	EQUIPMENT & STORES – COMPLIANCE, GA28, 5.7.2 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.4 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.1-2
festivities	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0
file census	INFORMATION MANAGEMENT – INVENTORY, GA28, 12.18.1
file movement records	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.0
filing cabinets	EQUIPMENT & STORES – SECURITY, GA28, 5.19.2
films and videos <i>see also General retention and disposal authority: video and visual surveillance records (GDA8) or General retention and disposal authority: audio visual programs and recordings (GDA11)</i>	COMMUNITY RELATIONS – ADDRESSES, GA28, 2.2.6 PUBLICATION – PRODUCTION, GA28, 17.15.8 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.6-7
financial authorities	STRATEGIC MANAGEMENT – AUTHORISATION, GA28, 19.3.0
financial counselling	PERSONNEL – COUNSELLING, GDA12, 2.9.0
financial delegations	see delegations
FINANCIAL MANAGEMENT	ACCOUNTING, GA28, 7.1.0 ADVICE, GA28, 7.2.0 AGREEMENTS, GA28, 7.3.0 ALLOCATION, GA28, 7.4.0 ASSET REGISTER, GA28, 7.5.0 AUDIT, GA28, 7.6.0 AUTHORISATION, GA28, 7.7.0 BUDGETING, GA28, 7.8.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 7.9.0 CONTRACTING-OUT , GA28, 4.0.0 CORRUPTION, GA28, 7.10.0 EVALUATION, GA28, 7.11.0

	FINANCIAL STATEMENTS, GA28, 7.12.0 PLANNING, GA28, 7.13.0 POLICY, GA28, 7.14.0 PROCEDURES, GA28, 7.15.0 REPORTING, GA28, 7.16.0 REVIEWING, GA28, 7.17.0 SALARIES, GA28, 7.18.0 TENDERING , GA28, 21.0.0 TREASURY MANAGEMENT, GA28, 7.19.0
financial position, statements of	see statements of financial position
FINANCIAL STATEMENTS	FINANCIAL MANAGEMENT , GA28, 7.12.0
fines	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6 FLEET MANAGEMENT – INFRINGEMENTS, GA28, 8.8.1 PERSONNEL – DISCIPLINE, GDA12, 2.10.0
fire panels	PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0
fire prevention or outbreak see also counter-disaster plans, business continuity plans	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.1 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-2
fire surveys	PROPERTY MANAGEMENT – REPORTING, GA28, 16.21.0
fire wardens	OCCUPATIONAL HEALTH & SAFETY – REPRESENTATIVES, GA28, 14.11.2
firewalls	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.2
first aid	OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS, GA28, 14.1.5-6 OCCUPATIONAL HEALTH & SAFETY – REPRESENTATIVES, GA28, 14.11.2
fitness to continue	COMPENSATION – CLAIMS, GA28, 3.2.0
FIT-OUTS	see INSTALLATION, MAINTENANCE
fleet improvement plans	FLEET MANAGEMENT – PLANNING, GA28, 8.13.0
FLEET MANAGEMENT	ACCIDENTS, GA28, 8.1.0 ACQUISITION, GA28, 8.2.0 ARRANGEMENTS, GA28, 8.3.0 AUTHORISATION, GA28, 8.4.0 CLAIMS, GA28, 8.5.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 8.6.0 CONTRACTING-OUT , GA28, 4.0.0 DISPOSAL, GA28, 8.7.0 INFRINGEMENTS, GA28, 8.8.0 INSURANCE, GA28, 8.9.0 LEASING, GA28, 8.10.0 LEASING-OUT, GA28, 8.11.0 MAINTENANCE, GA28, 8.12.0 PLANNING, GA28, 8.13.0 POLICY, GA28, 8.14.0

	PROCEDURES, GA28, 8.15.0 REPORTING, GA28, 8.16.0 REVIEWING, GA28, 8.17.0 TENDERING , GA28, 21.0.0
flex time sheets	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.10-11
flexible work practices	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.3 INDUSTRIAL RELATIONS – POLICY, GA28, 11.9.0 INDUSTRIAL RELATIONS – PROCEDURES, GA28, 11.10.0 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.13 PERSONNEL – LEAVE, GDA12, 2.17.0
floods	see counter-disaster plans, business continuity plans
FLORA & FAUNA MANAGEMENT	PROPERTY MANAGEMENT , GA28, 16.10.0
FOI	see Freedom of Information
forms, design of	PUBLICATION – PRODUCTION, GA28, 17.14.4-5
forums	see CONFERENCES, TRAINING
fraud control see also CORRUPTION, misappropriations	STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4 STRATEGIC MANAGEMENT – POLICY, GA28, 19.15.0 STRATEGIC MANAGEMENT – PROCEDURES, GA28, 19.16.0
FRDA	see functional retention and disposal authority
Freedom of Information	INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 INFORMATION MANAGEMENT – COMPLIANCE, GA28, 12.7.4 INFORMATION MANAGEMENT – REPORTING, GA28, 12.23.3
Fringe Benefits Tax (FBT)	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.5 FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.2 FLEET MANAGEMENT – COMPLIANCE, GA28, 8.6.3 FLEET MANAGEMENT – REPORTING, GA28, 8.6.1 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.4
fuel/fuel cards	FLEET MANAGEMENT – ACQUISITION, GA28, 8.2.2 FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.1 FLEET MANAGEMENT – REPORTING, GA28, 8.16.1
functional analysis	INFORMATION MANAGEMENT – POLICY, GA28, 12.21.4
functional retention and disposal authority	INFORMATION MANAGEMENT – POLICY, GA28, 12.21.3-4
functions	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0
functions, transfer of	see RESTRUCTURING
fundraising	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.2 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.0

funds allocation	see ALLOCATION
furniture	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.0 FINANCIAL MANAGEMENT – ASSET REGISTER, GA28, 7.5.1

G

garaging of vehicles	FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.2
garnishments	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
general ledgers	see ledgers and journals, financial
gifts and benefits register	STRATEGIC MANAGEMENT – CORRUPTION, GA28, 19.5.1
goods inward books/records	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.1
GOVERNING BODIES	ADVICE, GA28, 9.1.0 AGREEMENTS, GA28, 9.2.0 APPEALS, GA28, 9.3.0 ARRANGEMENTS, GA28, 9.4.0 AUDIT, GA28, 9.5.0 AUTHORISATION, GA28, 9.6.0 AUTHORITIES, GA28, 9.7.0 COMMITTEES , GA28, 1.0.0 COMMUNITY RELATIONS – ADDRESSES, GA28, 2.2.1 COMPLIANCE, GA28, 9.8.0 CORRUPTION, GA28, 9.9.0 MEETINGS, GA28, 9.10.0 MEMBERSHIP, GA28, 9.11.0 PERFORMANCE MANAGEMENT, GA28, 9.12.0 POLICY, GA28, 9.13.0 PROCEDURES, GA28, 9.14.0 TRAINING & DEVELOPMENT, GA28, 9.15.0
Government and Related Employees Appeal Tribunal (GREAT)	PERSONNEL – APPEALS, GDA12, 2.2.2
Government Energy Management Policy (GEMP)	FLEET MANAGEMENT – REPORTING, GA28, 8.16.1
GOVERNMENT RELATIONS	ADDRESSES, GA28, 10.1.0 ADVICE, GA28, 10.2.0 AGREEMENTS, GA28, 10.3.0 AUTHORISATION, GA28, 10.4.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 10.5.0 INQUIRIES, GA28, 10.6.0 LEGISLATION, GA28, 10.7.0 MEETINGS, GA28, 10.8.0 POLICY, GA28, 10.9.0 PROCEDURES, GA28, 10.10.0 REPORTING, GA28, 10.11.0 REPRESENTATIONS, GA28, 10.12.0 SUBMISSIONS, GA28, 10.13.0 VISITS, GA28, 10.14.0
grading, positions	ESTABLISHMENT – POLICY, GA28, 6.3.0 ESTABLISHMENT – PROCEDURES, GA28, 6.4.0 PERSONNEL – EVALUATION, GDA12, 2.13.2

graduate employee schemes	PERSONNEL – MARKETING , GDA12, 2.18.1
graduate training	STAFF DEVELOPMENT – TRAINING , GA28, 18.11.0
GRANT FUNDING	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6 STRATEGIC MANAGEMENT , GA28, 19.8.0
grants	see GRANT FUNDING
graphic design	PUBLICATION – PRODUCTION , GA28, 17.15.8
GREAT	see Government and Related Employees Appeal Tribunal (GREAT)
greeting cards	COMMUNITY RELATIONS – GREETINGS , GA28, 2.11.1
GREETINGS	COMMUNITY RELATIONS , GA28, 2.11.0
GRIEVANCES see also complaints, DISCIPLINE, PROCEDURES	INDUSTRIAL RELATIONS , GA28, 11.5.0 PERSONNEL , GDA12, 2.14.0
grounds	see PROPERTY MANAGEMENT
group certificates	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.5
guarantees	EQUIPMENT & STORES – ACQUISITION , GA28, 5.1.3 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION , GA28, 20.1.4
guarantees of service	COMMUNITY RELATIONS – CUSTOMER SERVICE , GA28, 2.6.1-2 INFORMATION MANAGEMENT – CUSTOMERS SERVICE , GA28, 12.10.1-2 STRATEGIC MANAGEMENT – CUSTOMER SERVICE , GA28, 19.6.1 TECHNOLOGY & TELECOMMUNICATIONS – CUSTOMER SERVICE , GA28, 20.8.1-2
guarding	PROPERTY MANAGEMENT – SECURITY , GA28, 16.24.4
guest lists see also contact details	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS , GA28, 2.4.1-2
guest speakers	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS , GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES , GA28, 2.5.2 STAFF DEVELOPMENT – CONFERENCES , GA28, 18.4.2
guidelines	see POLICY, PROCEDURES

H

handbooks	see PROCEDURES
handover reports	EQUIPMENT & STORES – ACQUISITION , GA28, 5.1.1 EQUIPMENT & STORES – DISPOSAL , GA28, 5.8.1 FLEET MANAGEMENT – ACQUISITION , GA28, 8.2.1

	FLEET MANAGEMENT – DISPOSAL , GA28, 8.7.1 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION , GA28, 20.1.1 TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL , GA28, 20.10.1
harassment	PERSONNEL – DISCIPLINE , GDA12, 2.10.0 PERSONNEL – GRIEVANCES , GDA12, 2.14.0
hardware	see TECHNOLOGY & TELECOMMUNICATIONS
hazardous situations	see ACCIDENTS
hazardous substances	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.1, 14.4.3-4 OCCUPATIONAL HEALTH & SAFETY – INSPECTIONS , GA28, 14.6.2 OCCUPATIONAL HEALTH & SAFETY – POLICY , GA28, 14.8.0 OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT , GA28, 14.13.0 PROPERTY MANAGEMENT – AUDIT , GA28, 16.3.1 PROPERTY MANAGEMENT – CONSERVATION , GA28, 16.6.5-6 PROPERTY MANAGEMENT – CONSTRUCTION , GA28, 16.7.5 PROPERTY MANAGEMENT – INSPECTIONS , GA28, 16.11.1 PROPERTY MANAGEMENT – MAINTENANCE , GA28, 16.16.6-7 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.9
hazardous substances register	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.4
hazards	see ACCIDENTS, hazardous substances
health and safety audits	OCCUPATIONAL HEALTH & SAFETY – AUDIT , GA28, 14.3.1
Health Privacy Code of Practice	INFORMATION MANAGEMENT – POLICY , GA28, 12.21.1-2
Health Privacy Principles (HPP)	see privacy
HEALTH PROMOTION	OCCUPATIONAL HEALTH & SAFETY , GA28, 14.5.0
health surveillance	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE , GA28, 14.4.0 OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION , GA28, 14.5.0 OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT , GA28, 14.13.0
hearings	INDUSTRIAL RELATIONS – DISPUTES , GA28, 11.4.1 PERSONNEL – APPEALS , GDA12, 2.2.0
heating	PROPERTY MANAGEMENT – INSTALLATION , GA28, 16.12.0 PROPERTY MANAGEMENT – MAINTENANCE , GA28, 16.16.0
help desk operations	COMMUNITY RELATIONS – CUSTOMER SERVICE , GA28, 2.6.3 INFORMATION MANAGEMENT – CUSTOMER SERVICE , GA28, 12.10.3 TECHNOLOGY & TELECOMMUNICATIONS – CUSTOMER

	SERVICE, GA28, 20.8.3
heraldry, on property	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
heritage agreements	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.4 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
heritage and conservation registers	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.1
Heritage Asset Management Plan	STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4
Heritage Council	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0
Heritage Impact Statements	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
heritage listing	see property of State significance
heritage orders	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.2 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.0
heritage property	see property of State significance
higher duties	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.9
hiring	see LEASING, LEASING-OUT, RECRUITMENT
history of the organisation	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.2
hold-ups	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-2
home garaging of vehicles	FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.2
honours	see awards (honours)
household removals	COMPENSATION – CLAIMS, GA28, 3.2.5 PERSONNEL – INSURANCE, GA28, 15.2.0

I

identity checking	PERSONNEL – SECURITY, GDA12, 2.27.1
illegal entry	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-3
IM&T	see INFORMATION MANAGEMENT, TECHNOLOGY & TELECOMMUNICATIONS
images	see photographs
imaging	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0
immunisation	OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION,

	GA28, 14.5.4-5
IMPLEMENTATION see also PLANNING, POLICY, PROCEDURES	INFORMATION MANAGEMENT , GA28, 12.16.0 STRATEGIC MANAGEMENT , GA28, 19.9.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.12.0
improper conduct	PERSONNEL – DISCIPLINE , GDA12, 2.10.0 PERSONNEL – GRIEVANCES , GDA12, 2.14.0
incapacity	see ACCIDENTS, COMPENSATION
incidental benefits see also Fringe Benefits Tax (FBT)	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.4
incidents	see ACCIDENTS, SECURITY
income tax	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.5
increments (salary)	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0 PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.0
indemnity deeds	LEGAL SERVICES – AGREEMENTS , GA28, 13.2.1
indexes	INFORMATION MANAGEMENT – CONTROL , GA28, 12.9.0 PUBLICATION – PRODUCTION , GA28, 17.15.8
induction courses	GOVERNING BODIES – TRAINING & DEVELOPMENT , GA28, 9.15.1 STAFF DEVELOPMENT – TRAINING , GA28, 18.11.0
industrial action	INDUSTRIAL RELATIONS – CLAIMS , GA28, 11.3.0 INDUSTRIAL RELATIONS – DISPUTES , GA28, 11.4.0 INDUSTRIAL RELATIONS – PLANNING , GA28, 11.8.0 LEGAL SERVICES – ADVICE , GA28, 13.1.1
industrial designs	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY , GA28, 19.10.0
INDUSTRIAL RELATIONS	AGREEMENTS, GA28, 11.1.0 APPEALS, GA28, 11.2.0 CLAIMS, GA28, 11.3.0 COMMITTEES , GA28, 1.0.0 DISPUTES, GA28, 11.4.0 GRIEVANCES, GA28, 11.5.0 INSURANCE, GA28, 11.6.0 LEGAL SERVICES – ADVICE , GA28, 13.1.1 MEETINGS, GA28, 11.7.0 PLANNING, GA28, 11.8.0 POLICY, GA28, 11.9.0 PROCEDURES, GA28, 11.10.0 REPORTING, GA28, 11.11.0
Industrial Relations Commission	INDUSTRIAL RELATIONS – APPEALS , GA28, 11.2.0 INDUSTRIAL RELATIONS – DISPUTES , GA28, 11.4.1
INFORMATION MANAGEMENT	ACQUISITION, GA28, 12.1.0 AGREEMENTS, GA28, 12.2.0 APPEALS, GA28, 12.3.0 AUDIT, GA28, 12.4.0

	<p>AUTHORISATION, GA28, 12.5.0 CASES, GA28, 12.6.0 COMMITTEES, GA28, 1.0.0 COMPLIANCE, GA28, 12.7.0 CONSERVATION, GA28, 12.8.0 CONTRACTING-OUT, GA28, 4.0.0 CONTROL, GA28, 12.9.0 CUSTOMER SERVICE, GA28, 12.10.0 DISPOSAL, GA28, 12.11.0 DISTRIBUTION, GA28, 12.12.0 DONATIONS, GA28, 12.13.0 ENQUIRIES, GA28, 12.14.0 EVALUATION, GA28, 12.15.0 IMPLEMENTATION, GA28, 12.16.0 INTELLECTUAL PROPERTY, GA28, 12.17.0 INVENTORY, GA28, 12.18.0 MARKETING, GA28, 12.19.0 PLANNING, GA28, 12.20.0 POLICY, GA28, 12.21.0 PROCEDURES, GA28, 12.22.0 REPORTING, GA28, 12.23.0 REVIEWING, GA28, 12.24.0 SECURITY, GA28, 12.25.0 TENDERING, GA28, 21.0.0</p>
information management and technology	see INFORMATION MANAGEMENT, TECHNOLOGY & TELECOMMUNICATIONS
information management and technology strategic plan	TECHNOLOGY & TELECOMMUNICATIONS – PLANNING, GA28, 20.17.1-2
Information Protection Principles (IPP)	see privacy
information security	<p>INFORMATION MANAGEMENT – POLICY, GA28, 12.21.0 INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.0 TECHNOLOGY & TELECOMMUNICATIONS – POLICY, GA28, 20.18.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.0</p>
information security plan	TECHNOLOGY & TELECOMMUNICATIONS – PLANNING, GA28, 20.17.0
information services	see INFORMATION MANAGEMENT
information systems	see INFORMATION MANAGEMENT, TECHNOLOGY & TELECOMMUNICATIONS
information technology and telecommunications	see INFORMATION MANAGEMENT, TECHNOLOGY & TELECOMMUNICATIONS
information technology security policy	TECHNOLOGY & TELECOMMUNICATIONS – POLICY, GA28, 20.18.0
<p>INFRINGEMENTS see also COMPLIANCE</p>	<p>FLEET MANAGEMENT, GA28, 8.8.0 PERSONNEL – COUNSELLING, GDA12, 2.9.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0</p>
injuries	see ACCIDENTS, COMPENSATION

injuries, register of	OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS , GA28, 14.1.6
injury management	COMPENSATION – CLAIMS , GA28, 3.2.0 COMPENSATION – POLICY , GA28, 3.5.0 COMPENSATION – PROCEDURES , GA28, 3.6.0 COMPENSATION – REVIEWING , GA28, 3.7.0
INQUIRIES see also ENQUIRIES	GOVERNMENT RELATIONS , GA28, 10.6.0 PERSONNEL – DISCIPLINE , GDA12, 2.10.0 PERSONNEL – GRIEVANCES , GDA12, 2.14.0
INSPECTIONS see also AUDIT, STOCKTAKE, INVENTORY	EQUIPMENT & STORES – MAINTENANCE , GA28, 5.14.0 FLEET MANAGEMENT – COMPLIANCE , GA28, 8.6.2 INFORMATION MANAGEMENT – COMPLIANCE , GA28, 12.7.1 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.6.0 PROPERTY MANAGEMENT , GA28, 16.11.0
INSTALLATION see also IMPLEMENTATION	EQUIPMENT & STORES , GA28, 5.10.0 PROPERTY MANAGEMENT , GA28, 16.12.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.13.0
instructions	see PROCEDURES
INSURANCE see also CLAIMS	COMPENSATION , GA28, 3.4.0 EQUIPMENT & STORES , GA28, 5.11.0 FLEET MANAGEMENT , GA28, 8.9.0 INDUSTRIAL RELATIONS , GA28, 11.6.0 PERSONNEL , GA28, 15.2.0 PROPERTY MANAGEMENT , GA28, 16.13.0
INTELLECTUAL PROPERTY	INFORMATION MANAGEMENT , GA28, 12.17.0 PUBLICATION , GA28, 17.9.0 STRATEGIC MANAGEMENT , GA28, 19.10.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.14.0
inter-agency committees	COMMITTEES , GA28, 1.0.3-4
inter-government committees	COMMITTEES , GA28, 1.0.2
interim heritage orders	PROPERTY MANAGEMENT – CONSERVATION , GA28, 16.6.3
inter-library loans	INFORMATION MANAGEMENT – CONTROL , GA28, 12.9.5
internal committees	COMMITTEES , GA28, 1.0.5-7
international committees	COMMITTEES , GA28, 1.0.1
International Standard Book Number (ISBN) allocation	PUBLICATION – COMPLIANCE , GA28, 17.3.1
International Standard Serial Number (ISSN) allocation	PUBLICATION – COMPLIANCE , GA28, 17.3.1
Internet see also the organisation's functional authority, websites	PUBLICATION – COMPLIANCE , GA28, 17.3.0 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION , GA28, 20.1.0 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY ,

	GA28, 20.23.1
Internet access logs	see system logs
Internet domain names	PUBLICATION – COMPLIANCE, GA28, 17.3.1
interpreter and translation services	COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.3 INFORMATION MANAGEMENT – CUSTOMER SERVICE, GA28, 12.10.3
interviews see also relevant function, e.g. AUDIT	COMMUNITY RELATIONS – MEDIA RELATIONS, GA28, 2.15.2 PERSONNEL – RECRUITMENT, GDA12, 2.23.0
intranet site see also the organisation's functional authority	COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.0 COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.3 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.0 PUBLICATION – COMPLIANCE, GA28, 17.3.0 PUBLICATION – PRODUCTION, GA28, 17.15.0 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION, GA28, 20.1.0 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0
INVENTORY see also STOCKTAKE	INFORMATION MANAGEMENT , GA28, 12.18.0
investigations see also INQUIRIES, INSPECTIONS	INFORMATION MANAGEMENT – COMPLIANCE, GA28, 12.7.3-4 OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS, GA28, 14.1.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1-3
investments	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – TREASURY MANAGEMENT, GA28, 7.19.2
invitations see also other relevant functions and activities	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.2, 2.5.4 COMMUNITY RELATIONS – VISITS, GA28, 2.23.1 CONTRACTING-OUT , GA28, 4.0.1 STAFF DEVELOPMENT – ADDRESSES, GA28, 18.2.2 STAFF DEVELOPMENT – CONFERENCES, GA28, 18.4.2-3
invoices	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.5-6
irrecoverable revenue	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1
irregular remittance books	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
ISBN	see International Standard Book Number (ISBN) allocation

ISSN	see International Standard Serial Number (ISSN) allocation
IT	see INFORMATION MANAGEMENT, TECHNOLOGY & TELECOMMUNICATIONS
itineraries	see travel

J

job advertisements	PERSONNEL – RECRUITMENT, GDA12, 2.23.1
job analysis	PERSONNEL – EVALUATION, GDA12, 2.13.2
job assistance schemes	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12 PERSONNEL – RECRUITMENT, GDA12, 2.23.0
job descriptions	ESTABLISHMENT – VARIATIONS, GA28, 6.7.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-6
job evaluation	PERSONNEL – EVALUATION, GDA12, 2.13.2
JOINT VENTURES see also AGREEMENTS	COMMUNITY RELATIONS – JOINT VENTURES, GA28, 2.12.0 PUBLICATION – JOINT VENTURES, GA28, 17.10.1 STRATEGIC MANAGEMENT – JOINT VENTURES, GA28, 19.11.0
journals and ledgers, financial	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
journeys	see travel
jury service	PERSONNEL – LEAVE, GDA12, 2.17.0

K

keys	EQUIPMENT & STORES – SECURITY, GA28, 5.19.2 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.5
Keyword products	INFORMATION MANAGEMENT – AGREEMENTS, GA28, 12.2.1
Kinetica services	INFORMATION MANAGEMENT – AGREEMENTS, GA28, 12.2.1
knowledge management	see INFORMATION MANAGEMENT

L

laboratory chemicals	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.0
land	see PROPERTY MANAGEMENT
land registers	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.3
language services	see interpreter and translation services
launches	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0

leaflets see also the organisation's functional authority, publications	COMMUNITY RELATIONS – MARKETING , GA28, 2.14.2
learner drivers	FLEET MANAGEMENT – AUTHORISATION , GA28, 8.4.2
LEASING see also ACQUISITION	EQUIPMENT & STORES , GA28, 5.12.0 FLEET MANAGEMENT , GA28, 8.10.0 FLEET MANAGEMENT – MAINTENANCE , GA28, 8.12.2 PROPERTY MANAGEMENT , GA28, 16.14.0
LEASING-OUT	EQUIPMENT & STORES , GA28, 5.13.0 FLEET MANAGEMENT , GA28, 8.11.0 PROPERTY MANAGEMENT , GA28, 16.15.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.15.0
LEAVE	PERSONNEL , GDA12, 2.17.0
leave, payment of	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0
leave loadings	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0
leave without pay see also leave, payment of	PERSONNEL – LEAVE , GDA12, 2.17.2
ledgers and journals, financial	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6, 7.1.7 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS , GA28, 7.12.0
legal service providers	CONTRACTING-OUT , GA28, 4.0.0 LEGAL SERVICES – ADVICE , GA28, 13.1.1
LEGAL SERVICES	ADVICE, GA28, 13.1.0 AGREEMENTS, GA28, 13.2.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 13.3.0 CONTRACTING-OUT , GA28, 4.0.0 LITIGATION, GA28, 13.4.0 PLANNING, GA28, 13.5.0 POLICY, GA28, 13.6.0 PROCEDURES, GA28, 13.7.0 REPORTING, GA28, 13.8.0 RESEARCH, GA28, 13.9.0 REVIEWING, GA28, 13.10.0 TENDERING , GA28, 21.0.0
LEGISLATION	GOVERNMENT RELATIONS , GA28, 10.7.0 GOVERNMENT RELATIONS – SUBMISSIONS , GA28, 10.13.3 LEGAL SERVICES – ADVICE , GA28, 13.1.1 STRATEGIC MANAGEMENT , GA28, 19.12.0
letterhead	PUBLICATION – CORPORATE STYLE , GA28, 17.4.0
letters (condolence)	COMMUNITY RELATIONS – GREETINGS , GA28, 2.11.1
letters (engagement)	CONTRACTING-OUT , GA28, 4.0.1 PERSONNEL – RECRUITMENT , GDA12, 2.23.0

letters (introduction)	COMMUNITY RELATIONS – GREETINGS, GA28, 2.11.1
letters of appointment and acceptance	see appointments
letters of appreciation	COMMUNITY RELATIONS – GREETINGS, GA28, 2.11.1 COMMUNITY RELATIONS – VISITS, GA28, 2.23.1
liabilities	FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0
LIAISON	COMMUNITY RELATIONS, 2.13.0
library collection development policy	INFORMATION MANAGEMENT – POLICY, GA28, 12.21.0
library management and systems	see INFORMATION MANAGEMENT
library services	see INFORMATION MANAGEMENT
licences see also AGREEMENTS	COMPENSATION – INSURANCE, GA28, 3.4.3 EQUIPMENT & STORES – COMPLIANCE, GA28, 5.7.2 FLEET MANAGEMENT – ACCIDENTS, GA28, 8.1.1 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.1 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.1-2, 14.4.5
list of creditors and debtors	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
list of records destroyed or transferred	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.0 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.0
literature searches see also INFORMATION MANAGEMENT	see RESEARCH
LITIGATION see also APPEALS	LEGAL SERVICES, GA28, 13.4.0
loan records see also inter-library loans	FINANCIAL MANAGEMENT – TREASURY MANAGEMENT, GA28, 7.19.2 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.5
location management	EQUIPMENT & STORES – ARRANGEMENTS, GA28, 5.4.2 INFORMATION MANAGEMENT – INVENTORY, GA28, 12.8.0
lock-outs	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.0
locks	EQUIPMENT & STORES – SECURITY, GA28, 5.19.2 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.6
logons	see user logons
logos	COMMUNITY RELATIONS – AGREEMENTS, GA28, 2.3.1 PUBLICATION – CORPORATE STYLE, GA28, 17.4.0 STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0

logs see also system logs	FLEET MANAGEMENT – ACCIDENTS, GA28, 8.1.1 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.2 FLEET MANAGEMENT – MAINTENANCE, GA28, 8.12.0 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.0 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.0
long service leave	see extended leave

M

machinery of government changes	see RESTRUCTURING
mail management and services	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.8 INFORMATION MANAGEMENT – DISTRIBUTION, GA28, 12.12.1
mailing lists	see contact details
MAINTENANCE	EQUIPMENT & STORES, GA28, 5.14.0 EQUIPMENT & STORES – POLICY, GA28, 5.15.0 EQUIPMENT & STORES – PROCEDURES, GA28, 5.16.0 FLEET MANAGEMENT, GA28, 8.12.0 FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.1 FLEET MANAGEMENT – PROCEDURES, GA28, 8.15.0 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.4 PROPERTY MANAGEMENT, GA28, 16.16.0 TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.16.0 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.5-7
maintenance history	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.1
Management Information Systems (MIS)	see INFORMATION MANAGEMENT, TECHNOLOGY & TELECOMMUNICATIONS
manuals	see PROCEDURES
maps	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.1-2
market research	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.1 PUBLICATION – MARKETING, GA28, 17.11.1
MARKETING	COMMUNITY RELATIONS, GA28, 2.14.0 COMMUNITY RELATIONS – POLICY, GA28, 2.17.0 INFORMATION MANAGEMENT, GA28, 12.19.0 PERSONNEL, GDA12, 2.18.1 PERSONNEL – RECRUITMENT, GDA12, 2.23.1 PUBLICATION, GA28, 17.11.0
marketing plans	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.1 PUBLICATION – MARKETING, GA28, 17.11.1
Material Safety Data Sheets (MSDS)	OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION, GA28, 14.5.2-3
maternity leave	PERSONNEL – LEAVE, GDA12, 2.17.0
MEDIA RELATIONS	COMMUNITY RELATIONS, GA28, 2.15.0 COMMUNITY RELATIONS – POLICY, GA28, 2.17.0

	COMMUNITY RELATIONS – PROCEDURES, GA28, 2.18.0
media releases	COMMUNITY RELATIONS – MEDIA RELATIONS, GA28, 2.14.1-3
medical assessments/ certificates	COMPENSATION – CLAIMS, GA28, 3.2.0 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.3 OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION, GA28, 14.5.5 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-4 PERSONNEL – RECRUITMENT, GDA12, 2.23.0
medical evacuation plans	OCCUPATIONAL HEALTH & SAFETY – PLANNING, GA28, 14.7.0
medical retirement	COMPENSATION – CLAIMS, GA28, 3.2.0 PERSONNEL – REHABILITATION, GDA12, 2.24.1
MEETINGS see also COMMITTEES , the relevant activity	GOVERNING BODIES , GA28, 9.10.0 GOVERNMENT RELATIONS , GA28, 10.8.0 INDUSTRIAL RELATIONS , GA28, 11.7.0 STRATEGIC MANAGEMENT , GA28, 19.13.0
MEMBERSHIP	GOVERNING BODIES , GA28, 9.11.0
membership (committees)	COMMITTEES , GA28, 1.0.0
membership (organisations)	COMMUNITY RELATIONS – LIAISON, GA28, 2.13.0
memoranda of understanding	see AGREEMENTS
Memoranda, Premier's	GOVERNMENT RELATIONS – POLICY, GA28, 10.9.3 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3
metadata	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.0 PUBLICATION – PRODUCTION, GA28, 17.15.0 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1
migration	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION, GA28, 20.12.1
military leave	PERSONNEL – LEAVE, GDA12, 2.17.0
Ministerial correspondence	GOVERNMENT RELATIONS – REPRESENTATIONS, GA28, 10.12.4 INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.1-4
Ministerial directives	GOVERNMENT RELATIONS – REPRESENTATIONS, GA28, 10.12.0
Ministerial statements	GOVERNMENT RELATIONS – ADVICE, GA28, 10.1.0
Ministerial tracking systems	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.4
Ministerials	GOVERNMENT RELATIONS – REPRESENTATIONS, GA28, 10.12.0

Ministers	COMMITTEES , GA28, 1.0.2, 1.0.8-9 COMMUNITY RELATIONS – ADDRESSES, GA28, 2.2.1 COMMUNITY RELATIONS – VISITS, GA28, 2.23.1 GOVERNMENT RELATIONS – ADDRESSES, GA28, 10.1.1 GOVERNMENT RELATIONS – ADVICE, GA28, 10.2.0 GOVERNMENT RELATIONS – MEETINGS, GA28, 10.8.0 GOVERNMENT RELATIONS – REPRESENTATIONS, GA28, 10.12.0 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.1-2 INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.1 INFORMATION MANAGEMENT – APPEALS, GA28, 12.3.1
minutes see also other relevant activities, e.g. AUDIT	COMMITTEES , GA28, 1.0.0 GOVERNING BODIES – MEETINGS, GA28, 9.10.0 GOVERNMENT RELATIONS – MEETINGS, GA28, 10.8.0 STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.13.1
MIS	see Management Information Systems (MIS)
misappropriations see also fraud control, theft	FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1
misconduct	PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0
mobile telephone policy	TECHNOLOGY & TELECOMMUNICATIONS – POLICY, GA28, 20.18.0
modelling	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
models, architectural	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
modifications	see MAINTENANCE
money, donations of	see DONATIONS
money, unclaimed	see unclaimed money
monitoring	see AGREEMENTS, AUDIT, CUSTOMER SERVICE, EVALUATION, IMPLEMENTATION, REVIEWING
motor vehicles	see FLEET MANAGEMENT
MOVING	PERSONNEL – INSURANCE, GA28, 15.2.1 PROPERTY MANAGEMENT , GA28, 16.17.0
MSDS	see Material Safety Data Sheets (MSDS)

N

naming (property)	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
negatives	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.1

see also photographs	
negligence	FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0
network connections	TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION, GA28, 20.13.1 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.1
new entry counselling	PERSONNEL – COUNSELLING, GDA12, 2.9.0
New South Wales Recordkeeping Metadata System (NRKMS) elements	see metadata
news cuttings	COMMUNITY RELATIONS – ACQUISITION, GA28, 2.1.1 COMMUNITY RELATIONS – MEDIA RELATIONS, GA28, 2.15.3 INFORMATION MANAGEMENT – DISTRIBUTION, GA28, 12.12.1
newsletters	PUBLICATION – DRAFTING, GA28, 17.6.1 PUBLICATION – PRODUCTION, GA28, 17.15.6
nominations	COMMITTEES , GA28, 1.0.0 COMMUNITY RELATIONS – SUBMISSIONS, GA28, 2.22.1 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1-2 PERSONNEL – REPRESENTATIVES, GDA12, 2.25.1 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.2
non-ongoing employees	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.0 PERSONNEL – RECRUITMENT, GDA12, 2.23.0 PERSONNEL – SEPARATIONS, GDA12, 2.28.0
NRKMS elements	New South Wales Recordkeeping Metadata System (NRKMS) elements – see metadata

O

OCCUPATIONAL HEALTH & SAFETY	ACCIDENTS, GA28, 14.1.0 APPEALS, GA28, 14.2.0 AUDIT, GA28, 14.3.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 14.4.0 CONTRACTING-OUT , GA28, 4.0.0 HEALTH PROMOTION, GA28, 14.5.0 INSPECTIONS, GA28, 14.6.0 PLANNING, GA28, 14.7.0 POLICY, GA28, 14.8.0 PROCEDURES, GA28, 14.9.0 REPORTING, GA28, 14.10.0 REPRESENTATIVES, GA28, 14.11.0 REVIEWING, GA28, 14.12.0 RISK MANAGEMENT, GA28, 14.13.0 STANDARDS, GA28, 14.14.0 TENDERING , GA28, 21.0.0
occupational health and safety committees/representatives	COMMITTEES , GA28, 1.0.6 OCCUPATIONAL HEALTH & SAFETY – REPRESENTATIVES,

	GA28, 14.11.1
occupational health and safety disputes	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.0 OCCUPATIONAL HEALTH & SAFETY – INSPECTIONS, GA28, 14.6.0
occupational health and safety training	GOVERNING BODIES – TRAINING & DEVELOPMENT, GA28, 9.15.4 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-4 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.9
offences	PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – GRIEVANCES, GDA12, 2.14.0
offers of employment	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-4 PERSONNEL – RECRUITMENT, GDA12, 2.23.2-3
Office for Children	PERSONNEL – COMPLIANCE, GDA12, 2.7.0 PERSONNEL – RECRUITMENT, GDA12, 2.23.7-8
office machine registers	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.0 EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1 FINANCIAL MANAGEMENT – ASSET REGISTER, GA29, 7.5.1
OH&S	see OCCUPATIONAL HEALTH & SAFETY
Ombudsman's inquiries	see INQUIRIES
openings	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0 COMMUNITY RELATIONS – EXHIBITIONS, GA28, 2.10.0
operating manuals and instructions	see PROCEDURES
operating statements	FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.1
operations	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – CUSTOMER SERVICE, GA28, 20.8.0 TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION, GA28, 20.9.0 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION, GA28, 20.12.1 TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE, GA28, 20.16.0
operator licences	FLEET MANAGEMENT – ACCIDENTS, GA28, 8.1.1 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.1
orders	GOVERNMENT RELATIONS – COMPLIANCE, GA28, 10.5.0
organisational charts	ESTABLISHMENT – RESTRUCTURING, GA28, 6.6.1
organisational structure	see ESTABLISHMENT
outreach services	COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.3

outsourcing	CONTRACTING-OUT , GA28, 4.0.0 INFORMATION MANAGEMENT – AUTHORISATION , GA28, 12.5.1
overpayments	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6 FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0
overtime see also ALLOWANCES	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0 PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.13

P

painting	PROPERTY MANAGEMENT – MAINTENANCE , GA28, 16.16.3
PANDORA project	PUBLICATION – PRODUCTION , GA28, 17.15.0
parental leave	PERSONNEL – LEAVE , GDA12, 2.17.0
parking	FLEET MANAGEMENT – INFRINGEMENTS , GA28, 8.8.1 FLEET MANAGEMENT – POLICY , GA28, 8.14.0 PROPERTY MANAGEMENT – ARRANGEMENTS , GA28, 16.2.1
Parliament, tabling of reports and papers to	GOVERNMENT RELATIONS – ADVICE , GA28, 10.2.0
Parliamentarians	COMMUNITY RELATIONS – VISITS , GA28, 2.23.1
Parliamentary questions	GOVERNMENT RELATIONS – ADVICE , GA28, 10.2.0 GOVERNMENT RELATIONS – REPRESENTATIONS , GA28, 10.12.0
patents	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY , GA28, 19.10.0
patrol operations	PROPERTY MANAGEMENT – SECURITY , GA28, 16.24.4
patronage	COMMUNITY RELATIONS – MARKETING , GA28, 2.14.3-5
pay schedules	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.2
payments	COMPENSATION – CLAIMS , GA28, 3.2.0 EQUIPMENT & STORES – COMPLIANCE , GA28, 5.7.2 FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6 FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0 GOVERNING BODIES – MEMBERSHIP , GA28, 9.5.6 INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY , GA28, 12.7.1
payroll deduction authorities	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.1
payroll records	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.1-2
payroll systems	FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.1-2
payroll tax	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.5
pecuniary interests	GOVERNING BODIES – COMPLIANCE , GA28, 9.8.0

	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.7
penalties	see breaches, COMPLIANCE, DISCIPLINE
performance agreements	GOVERNING BODIES – PERFORMANCE MANAGEMENT, GA28, 9.12.1 PERSONNEL – PERFORMANCE MANAGEMENT, GDA12, 2.19.2-3
performance indicators	STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.0 STRATEGIC MANAGEMENT – REPORTING, GA28, 19.17.0
PERFORMANCE MANAGEMENT	GOVERNING BODIES , GA28, 9.12.0 PERSONNEL , GDA12, 2.19.0
performance reports	CONTRACTING-OUT , GA28, 4.0.1
period contracts	see ACQUISITION, EVALUATION, TENDERING
permission for vehicle use	FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.0 FLEET MANAGEMENT – POLICY, GA28, 8.14.0
permission to access systems	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.1
permission to reproduce	PUBLICATION – INTELLECTUAL PROPERTY, GA28, 17.9.0
permits	see licences
personal counselling	PERSONNEL – COUNSELLING, GDA12, 2.9.0
personal effects	COMPENSATION – CLAIMS, GA28, 3.2.5 PERSONNEL – INSURANCE, GA28, 15.2.0
personal expense (claims etc)	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
personal information	see privacy
personal injury	see ACCIDENTS, COMPENSATION
personal insurance	PERSONNEL – INSURANCE, GA28, 15.2.0
personal records	PERSONNEL , GDA12 PERSONNEL , GA28, 15.0.0
Personal Security Files	PERSONNEL – SECURITY, GDA12, 2.27.2-4
PERSONNEL see also STAFF DEVELOPMENT	APPEALS, GDA12, 2.2.0 ARRANGEMENTS, GDA12, 2.3.0 AUTHORISATION, GDA12, 2.5.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 15.1.0 COMPLIANCE, GDA12, 2.7.0 CONTRACTING-OUT , GA28, 4.0.0 COUNSELLING, GDA12, 2.9.0 DISCIPLINE, GDA12, 2.10.0 EMPLOYEE FILES, GDA12, 2.11.0 EMPLOYMENT CONDITIONS, GDA12, 2.12.0 EVALUATION, GDA12, 2.13.0 FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0

	<p>GRIEVANCES, GDA12, 2.14.0 INSURANCE, GA28, 15.2.0 LEAVE, GDA12, 2.17.0 MARKETING, GDA12, 2.18.0 PERFORMANCE MANAGEMENT, GDA12, 2.19.0 PLANNING, GA28, 15.3.0 POLICY, GA28, 15.4.0 POLICY, GDA12, 2.21.4 PROCEDURES, GA28, 15.5.0 PROCEDURES, GDA12, 2.22.3 RECRUITMENT, GDA12, 2.23.0 REHABILITATION, GDA12, 2.24.0 REPORTING, GA28, 15.6.0 REPRESENTATIVES, GDA12, 2.25.0 REVIEWING, GA28, 15.7.0 SALARIES, GDA12, 2.26.0 SALARIES, GA28, 15.8.0 SECURITY, GDA12, 2.27.0 SEPARATIONS, GDA12, 2.28.0 SOCIAL CLUBS, GDA12, 2.29.0 SUGGESTIONS, GDA12, 2.30.0 TENDERING, GA28, 21.0.0</p>
pest control	<p>INFORMATON MANAGEMENT – CONSERVATION, 12.8.1, GA28, 12.8.3-4 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.3</p>
petty cash records	<p>FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6</p>
photographs	<p>COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.1-2 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.1 FLEET MANAGEMENT – COMPLIANCE, GA28, 8.6.1 INFORMATION MANAGEMENT – CONSERVATION, GA28, 12.8.0 PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.1-2 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2 PUBLICATION – AUTHORISATION, GA28, 17.2.1</p>
pilot licences	<p>FLEET MANAGEMENT – ACCIDENTS, GA28, 8.1.1 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.1</p>
pilot studies	<p>INFORMATION MANAGEMENT – IMPLEMENTATION, GA28, 12.16.1 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1</p>
PINS	see Provisional Improvement Notices (PINS)
PLANNING	<p>COMMUNITY RELATIONS, GA28, 2.16.0 ESTABLISHMENT, GA28, 6.2.0 FINANCIAL MANAGEMENT, GA28, 7.13.0 FLEET MANAGEMENT, GA28, 8.13.0 INDUSTRIAL RELATIONS, GA28, 11.8.0 INFORMATION MANAGEMENT, GA28, 12.20.0 LEGAL SERVICES, GA28, 13.5.0 OCCUPATIONAL HEALTH & SAFETY, GA28, 14.7.0 PERSONNEL, GA28, 15.3.0</p>

	PROPERTY MANAGEMENT , GA28, 16.18.0 PUBLICATION , GA28, 17.12.0 STAFF DEVELOPMENT , GA28, 18.6.0 STRATEGIC MANAGEMENT , GA28, 19.14.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.17.0
plans	PROPERTY MANAGEMENT – CONSTRUCTION , GA28, 16.7.1-2
plant	EQUIPMENT & STORES – ACQUISITION , GA28, 5.1.0 EQUIPMENT & STORES – COMPLIANCE , GA28, 5.7.0 EQUIPMENT & STORES – DISPOSAL , GA28, 5.8.1 EQUIPMENT & STORES – MAINTENANCE , GA28, 5.14.0 EQUIPMENT & STORES – PROCEDURES , GA28, 5.16.3 EQUIPMENT & STORES – STOCKTAKE , GA28, 5.20.1 FINANCIAL MANAGEMENT – ASSET REGISTER , GA28, 7.5.1 OCCUPATIONAL HEALTH & SAFETY – APPEALS , GA28, 14.2.1
plant breeder's rights	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY , GA28, 19.10.0
plant species registers	PROPERTY MANAGEMENT – FLORA & FAUNA MANAGEMENT , GA28, 16.10.1
plant surveys	PROPERTY MANAGEMENT – FLORA & FAUNA MANAGEMENT , GA28, 16.10.1
plaques	PROPERTY MANAGEMENT – CONSTRUCTION , GA28, 16.7.1-2
plumbing	PROPERTY MANAGEMENT – INSTALLATION , GA28, 16.12.1-2 PROPERTY MANAGEMENT – MAINTENANCE , GA28, 16.16.3
POLICY see also COMPLIANCE, IMPLEMENTATION, PLANNING	COMMUNITY RELATIONS , GA28, 2.17.0 COMPENSATION , GA28, 3.5.0 EQUIPMENT & STORES , GA28, 5.15.0 ESTABLISHMENT , GA28, 6.3.0 FINANCIAL MANAGEMENT , GA28, 7.14.0 FLEET MANAGEMENT , GA28, 8.14.0 GOVERNING BODIES , GA28, 9.13.0 GOVERNMENT RELATIONS , GA28, 10.9.0 INDUSTRIAL RELATIONS , GA28, 11.9.0 INFORMATION MANAGEMENT , GA28, 12.21.0 LEGAL SERVICES , GA28, 13.6.0 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.8.0 PERSONNEL , GA28, 15.4.0 PERSONNEL , GDA12, 2.21.4 PROPERTY MANAGEMENT , GA28, 16.19.0 PUBLICATION , GA28, 17.13.0 STAFF DEVELOPMENT , GA28, 18.7.0 STRATEGIC MANAGEMENT , GA28, 19.15.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.18.0
position descriptions	ESTABLISHMENT – VARIATIONS , GA28, 6.7.1 PERSONNEL – EMPLOYMENT CONDITIONS , GDA12, 2.12.2-6
postal expenses records	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6

postal remittance records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1
postal services	see mail management and services
posters	COMMUNITY RELATIONS – MARKETING, GA28, 2.14.2 OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION, GA28, 14.5.1
Premier's circulars and memoranda	GOVERNMENT RELATIONS – POLICY, GA28, 10.9.3 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3
premises	see PROPERTY MANAGEMENT
premiums	see INSURANCE
presentations	see ADDRESSES
preservation	INFORMATION MANAGEMENT – CONSERVATION, GA28, 12.8.0 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0
press clippings	see news cuttings
press releases	see media releases
printing	PUBLICATION – PRODUCTION, GA28, 17.14.7
privacy	INFORMATION MANAGEMENT – AGREEMENTS, GA28, 12.2.1 INFORMATION MANAGEMENT – AUDIT, GA28, 12.4.0 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 INFORMATION MANAGEMENT – COMPLIANCE, GA28, 12.7.0 INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.0 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE, GA28, 20.7.0 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION, GA28, 20.12.0
Privacy Code of Practice	INFORMATION MANAGEMENT – POLICY, GA28, 12.21.1-2
Privacy Management Plans	INFORMATION MANAGEMENT – PLANNING, GA28, 12.20.0
private ledgers	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0
private vehicles	FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.1
privatisation	INFORMATION MANAGEMENT – AUTHORISATION, GA28, 12.5.1 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.6 STRATEGIC MANAGEMENT – AGREEMENTS, GA28, 19.1.1 TECHNOLOGY & TELECOMMUNICATIONS – RESTRUCTURING, GA28, 20.21.1
prizes	see awards (honours)

PROCEDURES	COMMUNITY RELATIONS , GA28, 2.17.0 COMPENSATION , GA28, 3.6.0 EQUIPMENT & STORES , GA28, 5.16.0 ESTABLISHMENT , GA28, 6.4.0 FINANCIAL MANAGEMENT , GA28, 7.15.0 FLEET MANAGEMENT , GA28, 8.15.0 GOVERNING BODIES , GA28, 9.14.0 GOVERNMENT RELATIONS , GA28, 10.10.0 INDUSTRIAL RELATIONS , GA28, 11.10.0 INFORMATION MANAGEMENT , GA28, 12.22.0 LEGAL SERVICES , GA28, 13.7.0 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.9.0 PERSONNEL , GA28, 15.5.0 PERSONNEL , GDA12, 2.22.3 PROPERTY MANAGEMENT , GA28, 16.20.0 PUBLICATION , GA28, 17.14.0 STAFF DEVELOPMENT , GA28, 18.8.0 STRATEGIC MANAGEMENT , GA28, 19.16.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.19.0
procurement plans see also ACQUISITION	STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.3-4
PRODUCTION	PUBLICATION , GA28, 17.15.0
professional associations	COMMUNITY RELATIONS – LIAISON , GA28, 2.13.1 COMMUNITY RELATIONS – POLICY , GA28, 2.17.0 COMMUNITY RELATIONS –VISITS , GA28, 2.23.4
professional indemnity insurance	COMPENSATION – CLAIMS , GA28, 3.2.5 COMPENSATION – INSURANCE , GA28, 3.4.0
programs	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS , GA28, 2.4.1-2 COMMUNITY RELATIONS – CONFERENCES , GA28, 2.5.2, 2.5.4 COMMUNITY RELATIONS – EXHIBITIONS , GA28, 2.10.0 GOVERNING BODIES – TRAINING & DEVELOPMENT , GA28, 9.15.1 STAFF DEVELOPMENT – CONFERENCES , GA28, 18.4.3 STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.3-4
project management records	PROPERTY MANAGEMENT – CONSTRUCTION , GA28, 16.7.3 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.1-2 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION , GA28, 20.12.1 TECHNOLOGY & TELECOMMUNICATIONS – RESTRUCTURING , GA28, 20.21.1
promotion	see appointments, advertising, MARKETING
proof of compliance	see COMPLIANCE
proof-reading	PUBLICATION – PRODUCTION , GA28, 17.15.8
property access controls	PROPERTY MANAGEMENT – SECURITY , GA28, 16.24.5
property damage	see damage

property donation	COMMUNITY RELATIONS – DONATIONS, GA28, 2.7.0
property guarding	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.4
PROPERTY MANAGEMENT	ACQUISITION, GA28, 16.1.0 ARRANGEMENTS, GA28, 16.2.0 AUDIT, GA28, 16.3.0 CLAIMS, GA28, 16.4.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 16.5.0 CONSERVATION, GA28, 16.6.0 CONSTRUCTION, GA28, 16.7.0 CONTRACTING-OUT , GA28, 4.0.0 DISPOSAL, GA28, 16.8.0 EVALUATION, GA28, 16.9.0 FLORA & FAUNA MANAGEMENT, GA28, 16.10.0 INSPECTIONS, GA28, 16.11.0 INSTALLATION, GA28, 16.12.0 INSURANCE, GA28, 16.13.0 LEASING, GA28, 16.14.0 LEASING-OUT, GA28, 16.15.0 MAINTENANCE, GA28, 16.16.0 MOVING, GA28, 16.17.0 PLANNING, GA28, 16.18.0 POLICY, GA28, 16.19.0 PROCEDURES, GA28, 16.20.0 REPORTING, GA28, 16.21.0 REVIEWING, GA28, 16.22.0 RISK MANAGEMENT, GA28, 16.23.0 SECURITY, GA28, 16.24.0 TENDERING , GA28, 21.0.0
property of State significance	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.1 PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.2 PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1 PROPERTY MANAGEMENT – DISPOSAL, GA28, 16.8.1 PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.0 PROPERTY MANAGEMENT – POLICY, GA28, 16.19.0 PROPERTY MANAGEMENT – PROCEDURES, GA28, 16.20.0 PROPERTY MANAGEMENT – REPORTING, GA28, 16.21.1 PROPERTY MANAGEMENT – REVIEWING, GA28, 16.22.0
property registers	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.3
protected disclosures	GOVERNING BODIES – CORRUPTION, GA28, 9.9.1 GOVERNMENT RELATIONS – INQUIRIES, GA28, 10.6.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0
prototypes	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0
Provisional Improvement Notices (PINS)	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.6 OCCUPATIONAL HEALTH & SAFETY – INSPECTIONS, GA28, 14.6.0
provisional liability	COMPENSATION – CLAIMS, GA28, 3.2.0
PSFs	see Personal Security Files
public enquiries	COMMUNITY RELATIONS – ENQUIRIES, GA28, 2.8.1 INFORMATION MANAGEMENT – ENQUIRIES, GA28, 12.14.1

see also INQUIRIES	PUBLICATION – ENQUIRIES, GA28, 17.7.0
public moneys	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1
PUBLIC REACTION	COMMUNITY RELATIONS , GA28, 2.19.0
PUBLICATION see also publications	AGREEMENTS, GA28, 17.1.0 AUTHORISATION, GA28, 17.2.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 17.3.0 CONTRACTING-OUT , GA28, 4.0.0 CORPORATE STYLE, GA28, 17.4.0 DISTRIBUTION, GA28, 17.5.0 DRAFTING, GA28, 17.6.0 ENQUIRIES, GA28, 17.7.0 EVALUATION, GA28, 17.8.0 INTELLECTUAL PROPERTY, GA28, 17.9.0 JOINT VENTURES, GA28, 17.10.0 MARKETING, GA28, 17.11.0 PLANNING, GA28, 17.12.0 POLICY, GA28, 17.13.0 PROCEDURES, GA28, 17.14.0 PRODUCTION, GA28, 17.15.0 REPORTING, GA28, 17.16.0 REVIEWING, GA28, 17.17.0 STOCKTAKE, GA28, 17.18.0 TENDERING , GA28, 21.0.0
publications see also the organisation's functional authority, Internet, PUBLICATION , <i>General retention and disposal authority: audio visual programs and recordings</i> (GDA11)	COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.1 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.2 GOVERNMENT RELATIONS – REPORTING, GA28, 10.11.1-2 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.9 PUBLICATION – PRODUCTION, GA28, 17.15.0 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.1-2
publicity	see advertising, MARKETING
published proceedings	COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.1
purchase invoices	see invoices
purchase ledgers	see ledgers and journals, financial
purchase orders	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.1 FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1
purchases	see ACQUISITION

Q

qualifications	PERSONNEL – RECRUITMENT, GDA12, 2.23.0
quality management see also COMPLIANCE , CUSTOMER SERVICE	INFORMATION MANAGEMENT – COMPLIANCE, GA28, 12.7.1 PUBLICATION – PRODUCTION, GA28, 17.15.8 STRATEGIC MANAGEMENT – AUDIT, GA28, 19.2.0 STRATEGIC MANAGEMENT – COMPLIANCE, GA28, 19.4.2 STRATEGIC MANAGEMENT – CUSTOMER SERVICE, GA28, 19.6.1

	STRATEGIC MANAGEMENT – EVALUATION , GA28, 19.7.1 STRATEGIC MANAGEMENT – IMPLEMENTATION , GA28, 19.9.2 STRATEGIC MANAGEMENT – PLANNING , GA28, 19.14.3-4 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION , GA28, 20.12.1 TECHNOLOGY & TELECOMMUNICATIONS – PLANNING , GA28, 20.17.1
question time briefs	GOVERNMENT RELATIONS – REPRESENTATIONS , GA28, 10.12.3
questionnaires	see surveys
questions on notice	see question time briefs
quotes	see ACQUISITION , DISPOSAL , CONTRACTING-OUT see also relevant function/activity where quotation is part of process or activity

R

recall of records	INFORMATION MANAGEMENT – CONTROL , GA28, 12.9.9
railway consignment records/ books	EQUIPMENT & STORES – ACQUISITION , GA28, 5.1.1
receipt records	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6
receipts	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6
reclassification of positions	ESTABLISHMENT – VARIATIONS , GA28, 6.7.1
recommendations see also REPORTING	COMMITTEES , GA28, 1.0.0 GOVERNING BODIES – MEETINGS , GA28, 9.10.1 GOVERNMENT RELATIONS – MEETINGS , GA28, 10.8.1 INDUSTRIAL RELATIONS – MEETINGS , GA28, 11.7.1
reconciliation records	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.6 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS , GA28, 7.12.0
records and recordkeeping systems	see INFORMATION MANAGEMENT
records census	INFORMATION MANAGEMENT – INVENTORY , GA28, 12.18.1
records management	see INFORMATION MANAGEMENT
records management survey	INFORMATION MANAGEMENT – COMPLIANCE , GA28, 12.7.1
records management units	INFORMATION MANAGEMENT – CUSTOMER SERVICE , GA28, 12.10.3 INFORMATION MANAGEMENT – MARKETING , GA28, 12.19.1

recovery (data)	TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION, GA28, 20.9.1
recovery (debt)	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6 FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1
recreation leave	PERSONNEL – LEAVE, GDA12, 2.17.0
RECRUITMENT	PERSONNEL , GDA12, 2.23.0 PERSONNEL – POLICY, GA28, 15.4.0 PERSONNEL – PROCEDURES, GA28, 15.5.0
recruitment campaigns	PERSONNEL – MARKETING, GDA12, 2.18.0
rectification	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1, 20.4.8 TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE, GA28, 20.16.1
recycling	PROPERTY MANAGEMENT – POLICY, GA28, 16.19.0 PROPERTY MANAGEMENT – PROCEDURES, GA28, 16.20.0
redeployment	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.0
redundancies	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.0 PERSONNEL – SEPARATIONS, GDA12, 2.28.4
referee reports	PERSONNEL – RECRUITMENT, GA28, 2.23.0
refunds	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
register of injuries	OCCUPATIONAL HEALTH & SAFETY – ACCIDENTS, GA28, 14.1.6
registered mail	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.8
registration (ABN)	FINANCIAL MANAGEMENT – COMPLIANCE, GA28, 7.9.1
registration (business names)	STRATEGIC MANAGEMENT – COMPLIANCE, GA28, 19.4.3
registration (conferences etc)	see attendance records
registration (plant and equipment)	EQUIPMENT & STORES – COMPLIANCE, GA28, 5.7.2 OCCUPATIONAL HEALTH & SAFETY – APPEALS, GA28, 14.2.1 OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.1-2
registration (vehicles)	FLEET MANAGEMENT – COMPLIANCE, GA28, 8.6.2
regulatory impact statements	GOVERNMENT RELATIONS – LEGISLATION, GA28, 10.7.1 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3
REHABILITATION	COMPENSATION – CLAIMS, GA28, 3.2.0 COMPENSATION – POLICY, GA28, 3.5.0 COMPENSATION – PROCEDURES, GA28, 3.6.0 COMPENSATION – REVIEWING, GA28, 3.7.0 PERSONNEL , GDA12, 2.24.1

relics	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0
relocation	see MOVING
remediation of contaminated sites	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.5-6
remittance records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
removalists	see MOVING
remuneration see also payments	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.0 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.4
rentals	see LEASING
repairs	see CONSERVATION, MAINTENANCE
REPORTING see also other relevant activities	COMMITTEES, GA28, 1.0.0 COMMUNITY RELATIONS, GA28, 2.20.0 COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.1-2 COMPENSATION – CLAIMS, GA28, 3.2.0 EQUIPMENT & STORES, GA28, 5.17.0 ESTABLISHMENT, GA28, 6.5.0 FINANCIAL MANAGEMENT, GA28, 7.16.0 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0 FLEET MANAGEMENT, GA28, 8.16.0 GOVERNMENT RELATIONS, GA28, 10.11.0 INDUSTRIAL RELATIONS, GA28, 11.11.0 INFORMATION MANAGEMENT, GA28, 12.23.0 LEGAL SERVICES, GA28, 13.8.0 OCCUPATIONAL HEALTH & SAFETY, GA28, 14.10.0 PERSONNEL, GA28, 15.16.0 PROPERTY MANAGEMENT, GA28, 16.21.0 PUBLICATION, GA28, 17.16.0 STAFF DEVELOPMENT, GA28, 18.9.0 STRATEGIC MANAGEMENT, GA28, 19.17.0 TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.20.0
REPRESENTATIONS	GOVERNMENT RELATIONS, GA28, 10.12.0
REPRESENTATIVES	COMMITTEES, GA28, 1.0.0 OCCUPATIONAL HEALTH & SAFETY, GA28, 14.11.0 PERSONNEL, GDA12, 2.25.0
requests for information	see ENQUIRIES
requests for proposals	TENDERING, GA28, 21.0.1 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
Requests for Quotation (RFQ)	see ACQUISITION, CONTRACTING-OUT
Requests for Tender (RFT)	TENDERING, GA28, 21.0.1
requisition	see ACQUISITION

RESEARCH see also market research, the relevant activity	COMMUNITY RELATIONS – EXHIBITIONS, GA28, 2.10.1 LEGAL SERVICES , GA28, 13.9.0
resignations	COMMITTEES , GA28, 1.0.0 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.2 OCCUPATIONAL HEALTH & SAFETY – REPRESENTATIVES, GA28, 14.11.2 PERSONNEL – REPRESENTATIVES, GDA12, 2.25.0 PERSONNEL – SEPARATIONS, GDA12, 2.28.0
resolutions	COMMITTEES , GA28, 1.0.0 GOVERNING BODIES – MEETINGS, GA28, 9.10.1 GOVERNMENT RELATIONS – MEETINGS, GA28, 10.8.1 INDUSTRIAL RELATIONS – MEETINGS, GA28, 11.7.1
responses to surveys	see surveys
restoration	see CONSERVATION, CONSTRUCTION
restricted areas	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.0
RESTRUCTURING	ESTABLISHMENT , GA28, 6.6.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.21.0
retention and disposal authority	INFORMATION MANAGEMENT – POLICY, GA28, 12.21.3-4
retirement	PERSONNEL – COUNSELLING, GDA12, 2.9.0 PERSONNEL – SEPARATIONS, GDA12, 2.28.0
retrenchment	PERSONNEL – SEPARATIONS, GDA12, 2.28.0
return to work plans	COMPENSATION – CASES, GA28, 3.2.0 COMPENSATION – POLICY, GA28, 3.5.0
return to work policy	COMPENSATION – POLICY, GA28, 3.5.0
revenue records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
REVIEWING see also PLANNING, POLICY, PROCEDURES	COMMUNITY RELATIONS , GA28, 2.21.0 COMPENSATION , GA28, 3.7.0 COMPENSATION – CLAIMS, GA28, 3.2.0 EQUIPMENT & STORES , GA28, 5.18.0 ESTABLISHMENT – POLICY, GA28, 6.3.0 ESTABLISHMENT – PROCEDURES, GA28, 6.4.0 ESTABLISHMENT – RESTRUCTURING, GA28, 6.6.0 FINANCIAL MANAGEMENT , GA28, 7.17.0 FLEET MANAGEMENT , GA28, 8.17.0 INFORMATION MANAGEMENT , GA28, 12.24.0 INFORMATION MANAGEMENT – CASES, GA28, 12.6.0 LEGAL SERVICES , GA28, 13.10.0 OCCUPATIONAL HEALTH & SAFETY , GA28, 14.12.0 PERSONNEL , GA28, 15.7.0 PROPERTY MANAGEMENT , GA28, 16.22.0 PUBLICATION , GA28, 17.17.0 STAFF DEVELOPMENT , GA28, 18.10.0 STRATEGIC MANAGEMENT , GA28, 19.18.0 TECHNOLOGY & TELECOMMUNICATIONS , GA28, 20.22.0

RFQ	see Requests for Quotation (RFQ)
RFT	see Requests for Tender (RFT)
right-of-way arrangements	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.0
RISK MANAGEMENT	EQUIPMENT & STORES – MAINTENANCE, GA28, 5.14.1 OCCUPATIONAL HEALTH & SAFETY, GA28, 14.13.0 PROPERTY MANAGEMENT, GA28, 16.23.0 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.4 STRATEGIC MANAGEMENT, GA28, 19.19.0 STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.3-4 TECHNOLOGY & TELECOMMUNICATIONS – PLANNING, GA28, 20.20.0
Royal Commissions	see INQUIRIES
royalty	COMMUNITY RELATIONS – VISITS, GA28, 2.23.1

S

sabotage	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1
safe work method statements	OCCUPATIONAL HEALTH & SAFETY – PROCEDURES, GA28, 14.9.1
safe work practices	OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION, GA28, 14.5.0
safes	see combinations
safety certification	PROPERTY MANAGEMENT – COMPLIANCE, GA28, 16.5.1
safety officers	OCCUPATIONAL HEALTH & SAFETY – REPRESENTATIVES, GA28, 14.11.2
SALARIES	FINANCIAL MANAGEMENT, GA28, 7.18.0 PERSONNEL, GA28, 15.8.0 PERSONNEL, GDA12, 2.26.0
salary packaging	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
salary rate registers	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.3
salary records	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
salary vouchers	see vouchers
sales see also DISPOSAL	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.5-6
sales tax	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.5
sanitation (equipment)	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.2
scheduled member fees and approvals	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.5

scholarships	STAFF DEVELOPMENT – TRAINING, GA28, 18.11.2
secrets (trade)	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0
SECURITY see also PLANNING, POLICY, PROCEDURES	COMMUNITY RELATIONS – VISITS, GA28, 2.23.1 EQUIPMENT & STORES, GA28, 5.19.0 INFORMATION MANAGEMENT, GA28, 12.25.0 PERSONNEL, GDA12, 2.27.0 PROPERTY MANAGEMENT – POLICY, GA28, 16.19.0 PROPERTY MANAGEMENT – PROCEDURES, GA28, 16.20.0 PROPERTY MANAGEMENT – REPORTING, GA28, 16.21.4 PROPERTY MANAGEMENT, GA28, 16.24.0 TECHNOLOGY & TELECOMMUNICATIONS, GA28, 20.23.0
security clearances	PERSONNEL – SECURITY, GDA12, 2.27.1
security containers	see safes
security data logs	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.5
security equipment	PROPERTY MANAGEMENT – INSTALLATION, GA28, 16.12.0
security files	see Personal Security Files
security leaks	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.3
security passes	PERSONNEL – SECURITY, GDA12, 2.27.1 PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.5
security surveys	PROPERTY MANAGEMENT – REPORTING, GA28, 16.21.0
selection see also ACQUISITION, EVALUATION	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1 PERSONNEL – RECRUITMENT, GDA12, 2.23.0
self insurance	COMPENSATION – INSURANCE, GA28, 3.4.3
self insurance corporation	COMPENSATION – CLAIMS, GA28, 3.2.0
seminars	see CONFERENCES, TRAINING
Senior Executive Service	COMMUNITY RELATIONS – ADDRESSES, GA28, 2.2.3 FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.2 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.0 PERSONNEL – RECRUITMENT, GDA12, 2.23.0 PERSONNEL – SEPARATIONS, GDA12, 2.28.0 STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.13.2-3
SEPARATIONS	PERSONNEL – COUNSELLING, GDA12, 2.9.0 PERSONNEL, GDA12, 2.28.0
service charters	COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.1-2 INFORMATION MANAGEMENT – CUSTOMER SERVICE, GA28, 12.10.1-2 STRATEGIC MANAGEMENT – CUSTOMER SERVICE, GA28, 19.6.1 TECHNOLOGY & TELECOMMUNICATIONS – CUSTOMER

	SERVICE, GA28, 20.8.1-2
service level agreements	see AGREEMENTS
servicing	see MAINTENANCE
shift allowances	see ALLOWANCES
shows	see EXHIBITIONS, CELEBRATIONS, CEREMONIES, FUNCTIONS
sick leave see also leave, payment of	PERSONNEL – LEAVE, GDA12, 2.17.0
site diaries	PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2
site inspections	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.5-6 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.0
site maps	PUBLICATION – PRODUCTION, GA28, 17.15.2
skills audits	STAFF DEVELOPMENT – AUDIT, GA28, 18.3.0
snapshots, website	see functional retention and disposal authority see notes under PUBLICATION – PRODUCTION for more information
SOCIAL CLUBS	PERSONNEL, GDA12, 2.29.0
social functions	COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.0
software see also other relevant activities in TECHNOLOGY & TELECOMMUNICATIONS	TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION, GA28, 20.1.0 TECHNOLOGY & TELECOMMUNICATIONS – AGREEMENTS, GA28, 20.2.1 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1 TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION, GA28, 20.13.1 TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY, GA28, 20.14.0
software licences	TECHNOLOGY & TELECOMMUNICATIONS – AGREEMENTS, GA28, 20.2.0
source code	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0
space usage plans	PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.2
special leave	PERSONNEL – LEAVE, GDA12, 2.17.0
specialty contracts	CONTRACTING-OUT, GA28, 4.0.1 GOVERNMENT RELATIONS – AGREEMENTS, GA28, 10.3.2 PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.2 STRATEGIC MANAGEMENT – JOINT VENTURES, GA28, 19.11.2 TENDERING, GA28, 21.0.3

specifications	CONTRACTING-OUT , GA28, 4.0.1 PROPERTY MANAGEMENT – CONSTRUCTION, GA28, 16.7.1-2 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
speeches	see ADDRESSES, CONFERENCES
sponsorship	COMMUNITY RELATIONS – AGREEMENTS, GA28, 2.3.1 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.3-5 COMMUNITY RELATIONS – POLICY, GA28, 2.17.0 COMMUNITY RELATIONS – PROCEDURES, GA28, 2.18.0
staff	see ESTABLISHMENT, PERSONNEL
STAFF DEVELOPMENT	ACQUISITION, GA28, 18.1.0 ADDRESSES, GA28, 18.2.0 AUDIT, GA28, 18.3.0 COMMITTEES , GA28, 1.0.0 CONFERENCES, GA28, 18.4.0 CONTRACTING-OUT , GA28, 4.0.0 EVALUATION, GA28, 18.5.0 PLANNING, GA28, 18.6.0 POLICY, GA28, 18.7.0 PROCEDURES, GA28, 18.8.0 REPORTING, GA28, 18.9.0 REVIEWING, GA28, 18.10.0 TENDERING , GA28, 21.0.0 TRAINING, GA28, 18.11.0
staff meetings	STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.13.1
staff newsletters	see newsletters
STANDARDS see also COMPLIANCE	OCCUPATIONAL HEALTH & SAFETY , GA28, 14.14.0 STRATEGIC MANAGEMENT , GA28, 19.20.0
standards of service	COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.1-2 INFORMATION MANAGEMENT – CUSTOMER SERVICE, GA28, 12.10.1-2 STRATEGIC MANAGEMENT – CUSTOMER SERVICE, GA28, 19.6.1 TECHNOLOGY & TELECOMMUNICATIONS – CUSTOMER SERVICE, GA28, 20.8.1-2
Standing Order 52	GOVERNMENT RELATIONS – COMPLIANCE, GA28, 10.5.0
State Heritage Register see also property of State significance	PROPERTY MANAGEMENT – CONSERVATION, GA28, 16.6.0
statements, financial	see FINANCIAL STATEMENTS
statements of assets and liabilities	FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0

statements of accounts	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
Statements of Affairs (FOI)	INFORMATION MANAGEMENT – REPORTING, GA28, 12.23.3
statements of cash flows	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0
statements of duty	ESTABLISHMENT – VARIATIONS, GA28, 6.7.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.2-6
statements of earnings	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.5
statements of expenditure	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
statements of financial position	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS, GA28, 7.12.0
statements of requirements	see TENDERING
stationery see also EQUIPMENT & STORES	PUBLICATION – CORPORATE STYLE, GA28, 17.4.0
statistics	see REPORTING, RESEARCH
statutes	see LEGISLATION
statutory appointments	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1
still in use determinations	INFORMATION MANAGEMENT – COMPLIANCE, GA28, 12.7.5
stock cards	EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1
stock control	EQUIPMENT & STORES – ARRANGEMENTS, GA28, 5.4.2 EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1
stock reconciliations	EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1
STOCKTAKE	EQUIPMENT & STORES , GA28, 5.20.0 PUBLICATION , GA28, 17.18.0
storage	EQUIPMENT & STORES – ARRANGEMENTS, GA28, 5.4.2 INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.9 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.3-4 INFORMATION MANAGEMENT – EVALUATION, GA28, 12.15.1 INFORMATION MANAGEMENT – REVIEWING, GA28, 12.24.1 INFORMATION MANAGEMENT – SECURITY, GA28, 12.25.3 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.6-8

stores	see EQUIPMENT & STORES
STRATEGIC MANAGEMENT	<p>AGREEMENTS, GA28, 19.1.0 AUDIT, GA28, 19.2.0 AUTHORISATION, GA28, 19.3.0 COMMITTEES, GA28, 1.0.0 COMPLIANCE, GA28, 19.4.0 CONTRACTING-OUT, GA28, 4.0.0 CORRUPTION, GA28, 19.5.0 CUSTOMER SERVICE, GA28, 19.6.0 EVALUATION, GA28, 19.7.0 GRANT FUNDING, GA28, 19.8.0 IMPLEMENTATION, GA28, 19.9.0 INTELLECTUAL PROPERTY, GA28, 19.10.0 JOINT VENTURES, GA28, 19.11.0 LEGISLATION, GA28, 19.12.0 MEETINGS, GA28, 19.13.0 PLANNING, GA28, 19.14.0 POLICY, GA28, 19.15.0 PROCEDURES, GA28, 19.16.0 REPORTING, GA28, 19.17.0 REVIEWING, GA28, 19.18.0 RISK MANAGEMENT, GA28, 19.19.0 STANDARDS, GA28, 19.20.0 TENDERING, GA28, 21.21.0</p>
strategic plans	STRATEGIC MANAGEMENT – PLANNING, GA28, 19.14.1-2
strikes	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.0
study leave	PERSONNEL – LEAVE, GDA12, 2.17.0
study schemes	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.2
style	see corporate style
subcommittees	see COMMITTEES, GOVERNING BODIES
SUBMISSIONS	<p>COMMITTEES, GA28, 1.0.0 COMMUNITY RELATIONS, GA28, 2.22.0 FINANCIAL MANAGEMENT – BUDGETING, GA28, 7.8.2 GOVERNMENT RELATIONS, GA28, 10.13.0 GOVERNMENT RELATIONS – INQUIRIES, GA28, 10.6.1 GOVERNMENT RELATIONS – MEETINGS, GA28, 10.8.1 STRATEGIC MANAGEMENT – LEGISLATION, GA28, 19.12.1</p>
subpoenas see also court orders, discovery orders	LEGAL SERVICES – LITIGATION, GA28, 13.4.0
subscriptions	COMMUNITY RELATIONS – LIAISON, GA28, 2.13.1 INFORMATION MANAGEMENT – ACQUISITION, GA28, 12.1.1
subsidiary ledgers	see ledgers and journals, financial
succession plans	PERSONNEL – PLANNING, GA28, 15.3.0
SUGGESTIONS	COMMUNITY RELATIONS – PUBLIC REACTION, GA28,

see also CUSTOMER SERVICE	2.19.1 INFORMATION MANAGEMENT – CUSTOMER SERVICE, GA28, 12.10.5 PERSONNEL , GDA12, 2.30.0 TECHNOLOGY & TELECOMMUNICATIONS – CUSTOMER SERVICE, GA28, 20.8.4
summary cash books	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
Summary of Affairs (FOI)	INFORMATION MANAGEMENT – REPORTING, GA28, 12.23.3
superannuation	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.4 PERSONNEL – COUNSELLING, GDA12, 2.9.0 PERSONNEL – SALARIES, GA28, 15.8.1
surveillance see also <i>General retention and disposal authority: video and visual surveillance records</i> (GDA8)	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.4
surveys see also REPORTING	LEGAL SERVICES – RESEARCH, GA28, 13.9.2 OCCUPATIONAL HEALTH & SAFETY – REPORTING, GA28, 14.10.3
system access logs	see system logs
system change logs	see system logs
system change requests	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE, GA28, 20.16.1
system logs	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1, 6-7
system security plan	TECHNOLOGY & TELECOMMUNICATIONS – PLANNING, GA28, 20.17.0
system specifications	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.1 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
systems analysis	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1
systems design and development	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – REPORTING, GA28, 20.20.0
systems documentation	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION,

	GA28, 20.11.1
--	---------------

T

TAB	see Transport Appeals Board (TAB)
TAM	see asset management
tax	see taxation records
taxation records	FINANCIAL MANAGEMENT – ACCOUNTING , GA28, 7.1.1, 7.1.5-6 FINANCIAL MANAGEMENT – SALARIES , GA28, 7.18.0 FLEET MANAGEMENT – COMPLIANCE , GA28, 8.6.3 GOVERNING BODIES – MEMBERSHIP , GA28, 9.11.4
technical assistance	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE , GA28, 20.16.1
technical manuals	see PROCEDURES
technical models	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT , GA28, 20.4.0 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION , GA28, 20.11.1
TECHNOLOGY & TELECOMMUNICATIONS	ACQUISITION, GA28, 20.1.0 AGREEMENTS, GA28, 20.2.0 ALLOCATION, GA28, 20.3.0 APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.0 ARRANGEMENTS, GA28, 20.5.0 AUDIT, GA28, 20.6.0 COMMITTEES , GA28, 1.0.0 COMPLIANCE, GA28, 20.7.0 CONTRACTING-OUT , GA28, 4.0.0 CUSTOMER SERVICE, GA28, 20.8.0 DATA ADMINISTRATION, GA28, 20.9.0 DISPOSAL, GA28, 20.10.0 EVALUATION, GA28, 20.11.0 IMPLEMENTATION, GA28, 20.12.0 INSTALLATION, GA28, 20.13.0 INTELLECTUAL PROPERTY, GA28, 20.14.0 LEASING-OUT, GA28, 20.15.0 MAINTENANCE, GA28, 20.16.0 PLANNING, GA28, 20.17.0 POLICY, GA28, 20.18.0 PROCEDURES, GA28, 20.19.0 REPORTING, GA28, 20.20.0 RESTRUCTURING, GA28, 20.21.0 REVIEWING, GA28, 20.22.0 SECURITY, GA28, 20.23.0 TENDERING , GA28, 21.0.0
telecommunications	see TECHNOLOGY & TELECOMMUNICATIONS
telecommunications plan	TECHNOLOGY & TELECOMMUNICATIONS – PLANNING , GA28, 20.17.0
telephone information services	COMMUNITY RELATIONS – CUSTOMER SERVICE , GA28, 2.6.3

	INFORMATION MANAGEMENT – ACQUISITION, GA28, 12.1.1
telephones	see TECHNOLOGY & TELECOMMUNICATIONS
tenancy agreements	PROPERTY MANAGEMENT – LEASING, GA28, 16.14.1
TENDERING	GA28, 21.0.0
termination	COMMITTEES, GA28, 1.0.0 GOVERNING BODIES – APPEALS, GA28, 9.3.1 GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1-2 OCCUPATIONAL HEALTH & SAFETY – REPRESENTATIVES, GA28, 14.11.0 PERSONNEL – DISCIPLINE, GDA12, 2.10.0 PERSONNEL – REPRESENTATIVES, GDA12, 2.25.1 PERSONNEL – SEPARATIONS, GDA12, 2.28.0
termination payments	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
terms and conditions of employment/appointment	GOVERNING BODIES – MEMBERSHIP, GA28, 9.11.1 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.13
terms of reference	COMMITTEES, GA28, 1.0.0
terrorism	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.1
testing activities	EQUIPMENT & STORES – MAINTENANCE, GA28, 5.14.1-2 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.4 PUBLICATION – PRODUCTION, GA28, 17.15.8 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.3, 20.4.8 TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION, GA28, 20.9.1 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION, GA28, 20.11.1 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION, GA28, 20.12.1 TECHNOLOGY & TELECOMMUNICATIONS – REVIEWING, GA28, 20.22.1 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.2
theft see also fraud control, misappropriations	EQUIPMENT & STORES – SECURITY, GA28, 5.19.1 FLEET MANAGEMENT – REPORTING, GA28, 8.16.1 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.3
thesaurus	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.6-7
time sheets	see flex time sheets
title deeds and certificates	PROPERTY MANAGEMENT – ACQUISITION, GA28, 16.1.4
tollway schemes	FLEET MANAGEMENT – ACQUISITION, GA28, 8.2.2
tool registers	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.1 EQUIPMENT & STORES – STOCKTAKE, GA28, 5.20.1 FINANCIAL MANAGEMENT – ASSET REGISTER, GA28, 7.5.1
Total Asset Management Plan	STRATEGIC MANAGEMENT – PLANNING, GA28, 19.13.3-4

see also asset management	
tours	see VISITS
toxic materials	see hazardous substances
trade secrets	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0
trade unions	see unions
trademarks	STRATEGIC MANAGEMENT – INTELLECTUAL PROPERTY, GA28, 19.10.0
traffic infringements	FLEET MANAGEMENT – INFRINGEMENTS, GA28, 8.8.1
traineeships	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.12 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.2
TRAINING	GOVERNING BODIES – TRAINING & DEVELOPMENT, GA28, 9.15.1-2 STAFF DEVELOPMENT, GA28, 18.11.0
TRAINING & DEVELOPMENT	GOVERNING BODIES, GA28, 9.15.0 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.0
training consultants	CONTRACTING-OUT, GA28, 4.0.0 STAFF DEVELOPMENT – ACQUISITION, GA28, 18.1.0
training courses	see STAFF DEVELOPMENT
training materials	GOVERNING BODIES – TRAINING & DEVELOPMENT, GA28, 9.15.1-2 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.6-7
training project plans	STAFF DEVELOPMENT – PLANNING, GA28, 18.6.0
transcripts see also ADDRESSES	COMMUNITY RELATIONS – MEDIA RELATIONS, GA28, 2.15.3 GOVERNMENT RELATIONS – INQUIRIES, GA28, 10.6.1
transfer (equipment)	EQUIPMENT & STORES – DISPOSAL, GA28, 5.8.1
transfer (fleet)	FLEET MANAGEMENT – DISPOSAL, GA28, 8.7.1
transfer (positions)	ESTABLISHMENT – VARIATIONS, GA28, 6.7.1-2
transfer (records)	INFORMATION MANAGEMENT – AUTHORISATION, GA28, 12.5.1 INFORMATION MANAGEMENT – DISPOSAL, GA28, 12.11.0
transfer (staff)	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.8 PERSONNEL – SEPARATIONS, GDA12, 2.28.0
translation (publications)	PUBLICATION – PRODUCTION, GA28, 17.15.7
translation services	see interpreter and translation services
transport	see travel

Transport Appeals Board (TAB)	PERSONNEL – APPEALS, GDA12, 2.2.2
travel	COMMITTEES , GA28, 1.0.9 COMMUNITY RELATIONS – CELEBRATIONS, CEREMONIES, FUNCTIONS, GA28, 2.4.3 COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.2 COMMUNITY RELATIONS – VISITS, GA28, 2.23.1 FINANCIAL MANAGEMENT – AUTHORISATION, GA28, 7.7.1 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.1 GOVERNING BODIES – ARRANGEMENTS, GA28, 9.4.1 INDUSTRIAL RELATIONS – MEETINGS, GA28, 11.7.2 PERSONNEL – ARRANGEMENTS, GDA12, 2.3.1-2 PERSONNEL – POLICY, GA28, 15.4.0 STAFF DEVELOPMENT – ADDRESSES, GA28, 18.2.2 STAFF DEVELOPMENT – CONFERENCES, GA28, 18.4.2 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.3 STRATEGIC MANAGEMENT – MEETINGS, GA28, 19.13.1
travel warrant books	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.1
Treasurer's Directions	EQUIPMENT & STORES – COMPLIANCE, GA28, 5.7.1 FINANCIAL MANAGEMENT – COMPLIANCE, GA28, 7.9.1 GOVERNMENT RELATIONS – POLICY, GA28, 10.9.3 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3
TREASURY MANAGEMENT	FINANCIAL MANAGEMENT , GA28, 7.19.0 FINANCIAL MANAGEMENT – POLICY, GA28, 7.14.1 FINANCIAL MANAGEMENT – PROCEDURES, GA28, 7.15.0
trespass	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.0
trust account ledgers	see ledgers and journals, financial
trust funds	FINANCIAL MANAGEMENT – TREASURY MANAGEMENT, GA28, 7.19.2

U

unauthorised access or entry	PROPERTY MANAGEMENT – SECURITY, GA28, 16.24.0 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.3
unauthorised leave	PERSONNEL – LEAVE, GDA12, 2.17.3 PERSONNEL – DISCIPLINE, GDA12, 2.10.0
unclaimed money	FINANCIAL MANAGEMENT – TREASURY MANAGEMENT, GA28, 7.19.3
unemployed persons employment schemes	see employment schemes
uniforms	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.0 EQUIPMENT & STORES – ALLOCATION, GA28, 5.3.0
unions see also relevant activities under INDUSTRIAL RELATIONS	INDUSTRIAL RELATIONS – MEETINGS, GA28, 11.7.0 PERSONNEL – REPRESENTATIVES, GDA12, 2.25.1
unpublished conference	COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.1

proceedings	STAFF DEVELOPMENT – CONFERENCES, GA28, 18.4.1
unrecoverable revenue	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
unsolicited resumes	PERSONNEL – RECRUITMENT, GDA12, 2.23.5
upgrades	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.5
URL addresses	PUBLICATION – COMPLIANCE, GA28, 17.3.1
usage	EQUIPMENT & STORES – ALLOCATION, GA28, 5.3.0 EQUIPMENT & STORES – POLICY, GA28, 5.15.0 EQUIPMENT & STORES – PROCEDURES, GA28, 5.16.0 FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.0 FLEET MANAGEMENT – AUTHORISATION, GA28, 8.4.0 PROPERTY MANAGEMENT – ARRANGEMENTS, GA28, 16.2.1 PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.2-3 TECHNOLOGY & TELECOMMUNICATIONS – ARRANGEMENTS, GA28, 20.5.1 TECHNOLOGY & TELECOMMUNICATIONS – PROCEDURES, GA28, 20.19.0
user logons	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY, GA28, 20.23.1
user manuals	see PROCEDURES

V

vacancies	PERSONNEL – RECRUITMENT, GDA12, 2.23.0
vaccination	OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION, GA28, 14.5.4-5
valuation records	EQUIPMENT & STORES – DISPOSAL, GA28, 5.8.1 FLEET MANAGEMENT – DISPOSAL, GA28, 8.7.1 PROPERTY MANAGEMENT – DISPOSAL, GA28, 16.8.0 TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL, GA28, 20.10.1
VARIATIONS	ESTABLISHMENT , GA28, 6.7.0
variations to awards	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.1
vehicle accessories	FLEET MANAGEMENT – ACQUISITION, GA28, 8.2.1
vehicle accident reports	FLEET MANAGEMENT – ACCIDENTS, GA28, 8.1.0
vehicle exception reports	FLEET MANAGEMENT – LEASING, GA28, 8.10.1
vehicle log books	FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.2
vehicle running sheets	FLEET MANAGEMENT – ARRANGEMENTS, GA28, 8.3.2
vehicles	see FLEET MANAGEMENT
vendors	see ACQUISITION, AGREEMENTS, CONTRACTING-OUT

venue bookings	see bookings
videos	see films and videos
viruses	see disasters
visitors books	COMMUNITY RELATIONS – VISITS, GA28, 2.23.3
VISITS	COMMUNITY RELATIONS, GA28, 2.23.0 COMPENSATION – CLAIMS, GA28, 3.2.0 GOVERNMENT RELATIONS, GA28, 10.14.0
vital records plans see also counter-disaster plans	INFORMATION MANAGEMENT – PLANNING, GA28, 12.20.1-2
vocational rehabilitation	COMPENSATION – CASES, GA28, 3.2.0
voice recordings	COMMUNITY RELATIONS – ADDRESSES, GA28, 2.2.6 STAFF DEVELOPMENT – ADDRESSES, GA28, 18.2.1
voluntary redundancy	PERSONNEL – SEPARATIONS, GDA12, 2.28.2
volunteers	COMPENSATION – CLAIMS, GA28, 3.2.4-5 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.1-2, 2.12.5 PERSONNEL – RECRUITMENT, GDA12, 2.23.0 STAFF DEVELOPMENT – TRAINING, GA28, 18.11.0
voucher registers	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6
vouchers	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.6

W

wage vouchers	see vouchers
wages records	FINANCIAL MANAGEMENT – SALARIES, GA28, 7.18.0
waivering of debt	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1
wardrobe	see uniforms
warranties	EQUIPMENT & STORES – ACQUISITION, GA28, 5.1.3 PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.0 TECHNOLOGY & TELECOMMUNICATIONS – ACQUISITION, GA28, 20.1.4
waste reduction	PROPERTY MANAGEMENT – PLANNING, GA28, 16.18.2-3 PROPERTY MANAGEMENT – POLICY, GA28, 16.19.0 PROPERTY MANAGEMENT – REPORTING, GA28, 16.21.0
waste removal	PROPERTY MANAGEMENT – MAINTENANCE, GA28, 16.16.6-8
water cooling systems	see cooling systems

web pages	PUBLICATION – PRODUCTION, GA28, 17.15.0
websites see also Internet	COMMUNITY RELATIONS – CONFERENCES, GA28, 2.5.0 COMMUNITY RELATIONS – CUSTOMER SERVICE, GA28, 2.6.3 COMMUNITY RELATIONS – MARKETING, GA28, 2.14.0 PUBLICATION – PRODUCTION, GA28, 17.15.0
whole-of-government policy	GOVERNMENT RELATIONS – POLICY, GA28, 10.9.3 GOVERNMENT RELATIONS – SUBMISSIONS, GA28, 10.13.3
whole-of-government solutions	see ACQUISITION, EVALUATION
wholesale sales tax records	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1, 7.1.5-6
witness statements	COMPENSATION – CLAIMS, GA28, 3.2.0 LEGAL SERVICES – LITIGATION, GA28, 13.4.0
work experience students	COMPENSATION – CLAIMS, GA28, 3.2.4-5 PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.6
work performance counselling	PERSONNEL – COUNSELLING, GDA12, 2.9.0
work permits	OCCUPATIONAL HEALTH & SAFETY – COMPLIANCE, GA28, 14.4.5
work plan	PERSONNEL – PERFORMANCE MANAGEMENT, GDA12, 2.19.2
work redesign	ESTABLISHMENT – RESTRUCTURING, GA28, 6.6.0 PERSONNEL – SEPARATIONS, GDA12, 2.28.1
WorkCover NSW	see COMPENSATION, OCCUPATIONAL HEALTH & SAFETY
workers compensation	see COMPENSATION
workflow tracking systems	INFORMATION MANAGEMENT – CONTROL, GA28, 12.9.4
workforce profile reports	PERSONNEL – REPORTING, GA28, 15.6.1
working from home	INDUSTRIAL RELATIONS – AGREEMENTS, GA28, 11.1.3 INDUSTRIAL RELATIONS – POLICY, GA28, 11.9.0 INDUSTRIAL RELATIONS – PROCEDURES, GA28, 11.10.0 PERSONNEL – ARRANGEMENTS, GDA12, 2.3.1
working hours	PERSONNEL – EMPLOYMENT CONDITIONS, GDA12, 2.12.13
working with children checks	PERSONNEL – COMPLIANCE, GDA12, 2.7.1 PERSONNEL – RECRUITMENT, GDA12, 2.23.7-8
workplace adjustment	COMPENSATION – CASES, GA28, 3.2.0
workplace consultative committees	COMMITTEES , GA28, 1.0.6
workplace relations	see INDUSTRIAL RELATIONS
workplace relations committee	COMMITTEES , GA28, 1.0.6

workplace safety	see OCCUPATIONAL HEALTH & SAFETY
work-to-rule action	INDUSTRIAL RELATIONS – DISPUTES, GA28, 11.4.0
write-off debt	FINANCIAL MANAGEMENT – ACCOUNTING, GA28, 7.1.1 FINANCIAL MANAGEMENT – CORRUPTION, GA28, 7.10.1

Y

Year 2000 remediation	COMMITTEES , GA28, 1.0.7 STRATEGIC MANAGEMENT – RISK MANAGEMENT, GA28, 19.19.1 TECHNOLOGY & TELECOMMUNICATIONS – AGREEMENTS, GA28, 20.2.1 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT & MANAGEMENT, GA28, 20.4.8 TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE, GA28, 20.7.1 TECHNOLOGY & TELECOMMUNICATIONS – PLANNING, GA28, 20.17.0 TECHNOLOGY & TELECOMMUNICATIONS – POLICY, GA28, 20.18.0 TECHNOLOGY & TELECOMMUNICATIONS – PROCEDURES, GA28, 20.19.0 TECHNOLOGY & TELECOMMUNICATIONS – REPORTING, GA28, 20.20.0
-----------------------	---