

GLOSSARY OF TERMS

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

INDEX

SECTION 6

GLOSSARIES AND INDEX

## GLOSSARY OF TERMS

|   |  |
|---|--|
| Accrual accounting                          | System of accounting where items are brought to account and included in the financial statements as they are earned or incurred, rather than as they are received or paid.   |
| Administered items                          | Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party outputs.  |
| Agency                                      | Agencies are departments of state, departments of parliament and 'prescribed agencies' for the purposes of the <i>Financial Management and Accountability Act 1997</i> . Where the term is used generally in this document, it is meant to refer to departments, agencies, authorities and non-commercial companies.                         |
| Appropriation                               | An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund.   |
| APS employee                                | A person engaged under section 22, or a person who is engaged as an APS employee under section 72, of the <i>Public Service Act 1999</i> .   |
| Australian Workplace Agreement (AWA)        | Individual written agreement between an employer and employee about terms and conditions of employment, made under the <i>Workplace Relations Act 1996</i> .   |
| Certified Agreement                         | Collective agreement between an employer and a group of employees, or between an employer and a union or unions representing employees, made under the <i>Workplace Relations Act 1996</i> .   |
| Competitive tendering and contracting (CTC) | The process of contracting out the delivery of government activities previously performed by a Commonwealth agency to another organisation. The activity is submitted to competitive tender, and the preferred provider of the activity is selected from the range of bidders by evaluating offers against predetermined selection criteria. |

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| Consultancy services     | Consultancy services are one particular type of service delivered under a contract for services. They are distinguished from other contracts by the nature of the work performed. A consultant is an entity, whether an individual, a partnership or a corporation, engaged to provide professional independent and expert advice or services. Typically, the term consultancy services is used to describe the application of expert professional skills to: investigate or diagnose a defined issue or problem, carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to assist the agency in management decision making. |
| Corporate governance     | The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.  |
| Effectiveness            | The extent to which actual outcomes are achieved, in terms of planned outcomes, via relevant outputs or administered expenses. An intervention's <i>effectiveness</i> should be distinguished from <i>efficiency</i> , which concerns the adequacy of its administration.  |
| Inputs                   | Resources in the form of people, materials, energy, facilities and funds that an agency uses in activities to produce outputs.   |
| Internal auditing        | Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.  |
| Non-ongoing APS employee | An APS employee who is not an ongoing APS employee.  |
| Ongoing APS employee     | A person engaged as an ongoing APS employee as mentioned in paragraph 22(2)(a) of the <i>Public Service Act 1999</i> .   |
| Operations               | Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.  |
| Outcomes                 | The results, impacts or consequences of actions by the Commonwealth on the Australian community. Planned outcomes are the results or impacts that the Government wishes to achieve. Actual outcomes are the results or impacts actually achieved.  |

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|---------------------------------|--|
| Outputs                         | The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs include goods and services produced for other areas of government external to the agency.   |
| Performance information         | Evidence about performance that is collected and used systematically. Evidence may relate to appropriateness, effectiveness and efficiency. It may be about outcomes, factors that affect outcomes and what can be done to improve them. Performance information may be quantitative (numerical) or qualitative (descriptive). Its usefulness is enhanced by applying standards and other types of comparison (eg, with past performance, other lines of business, or level of need before the intervention) which allow judgments to be made about the extent to which interventions are achieving desired results. |
| Performance pay                 | Also known as performance-linked bonuses and usually taking the form of a one-off payment in recognition of performance.   |
| Purchaser-provider arrangements | Arrangements under which the outputs of one agency are purchased by another agency to contribute to outcomes.  |
| Service charters                | It is Government policy that departments which provide services directly to the public have service charters in place. A service charter is a public statement about the service that a department will provide and what customers can expect from the department.   |

## GLOSSARY OF ACRONYMS AND ABBREVIATIONS

|          |   |
|----------|---|
| AAT      | Administrative Appeals Tribunal   |
| ABAC     | APEC Business Advisory Council  |
| ABC      | Australian Broadcasting Corporation   |
| ABCAP    | ABC Asia Pacific (television service)   |
| ABTC     | APEC Business Travel Card   |
| ACC      | Australia–China Council   |
| ACIAR    | Australian Centre for International Agricultural Research                             |
| ADCNET   | Australian Diplomatic Communications Network  |
| ADF      | Australian Defence Force  |
| AFTA-CER | ASEAN Free Trade Area—Australia–New Zealand Closer Economic Relations Trade Agreement |
| AIC      | Australia–India Council   |
| AICC     | Australia International Cultural Council  |
| AII      | Australia–Indonesia Institute   |
| AJF      | Australia–Japan Foundation  |
| AKF      | Australia–Korea Foundation  |
| AMWU     | Australian Manufacturing Workers’ Union   |
| ANAO     | Australian National Audit Office  |
| APEC     | Asia Pacific Economic Cooperation (forum)   |
| APIS     | Australian Passport Information Service   |
| APS      | Australian Public Service   |
| ARF      | ASEAN Regional Forum  |
| ASEAN    | Association of Southeast Asian Nations  |
| ASIS     | Australian Secret Intelligence Service  |
| ASNO     | Australian Safeguards and Non-Proliferation Office                                    |

|              |  |
|--------------|--|
| AusAID       | Australian Agency for International Development  |
| AUSMIN       | Australia–United States Ministerial Consultations  |
| Austrade     | Australian Trade Commission  |
| AWA          | Australian Workplace Agreement   |
| BSE          | Bovine Spongiform Encephalopathy   |
| BWC          | Biological Weapons Convention  |
| CA           | Certified Agreement  |
| Cairns Group | A group of 18 agricultural exporting countries chaired by Australia.                           |
| CAP          | Common Agricultural Policy (European Union)  |
| CAS          | Cultural Awards Scheme   |
| CCW          | Convention on Certain Conventional Weapons   |
| CDS          | Commonwealth Disability Strategy   |
| CEP          | Closer Economic Partnership (AFTA-CER)   |
| CHOGM        | Commonwealth Heads of Government Meeting   |
| CMAG         | Commonwealth Ministerial Action Group  |
| CMIS         | Consular Management Information System   |
| COC          | Consular Operations Centre   |
| CODEX        | Codex Alimentarius Commission (food safety)  |
| COP7         | Seventh Conference of the Parties to the United Nations Framework Convention on Climate Change |
| CPSU         | Community and Public Sector Union  |
| CSCAP        | Council for Security Cooperation in the Asia-Pacific   |
| CTBT         | Comprehensive Nuclear Test Ban Treaty  |
| CWC          | Chemical Weapons Convention  |
| DAP          | Direct Aid Program   |
| DFAT         | Department of Foreign Affairs and Trade  |
| DIMIA        | Department of Immigration and Multicultural and Indigenous Affairs                             |

|          |   |
|----------|---|
| DoFA     | Department of Finance and Administration                          |
| DPRK     | Democratic People's Republic of Korea (also known as North Korea) |
| DTD      | DFAT Treaties Database  |
| ECOSOC   | UN Economic and Social Council                                    |
| EFIC     | Export Finance and Insurance Corporation                          |
| EMS      | Environmental Management System                                   |
| EU       | European Union  |
| FATA     | Foreign Affairs and Trade Association                             |
| FEALAC   | Forum for East Asia–Latin America Cooperation                     |
| FMA      | <i>Financial Management and Accountability Act 1997</i>           |
| FMCT     | Fissile Material Cut-off Treaty                                   |
| FMIS     | Financial Management Information System                           |
| FOI      | Freedom of Information  |
| FTA      | Free Trade Agreement  |
| GSC      | Global Support Centre (IT)  |
| GST      | Goods and Services Tax  |
| HRMIS    | Human Resources Management Information System                     |
| IAEA     | International Atomic Energy Agency                                |
| ICT      | Information and Communications Technology                         |
| IMF      | International Monetary Fund                                       |
| IMV      | International Media Visits  |
| INTELSAT | International Telecommunications Satellite Organisation           |
| IORAG    | Indian Ocean Rim Academic Group                                   |
| IOR-ARC  | Indian Ocean Rim Association for Regional Cooperation             |
| IORBF    | Indian Ocean Rim Business Forum                                   |
| IPMT     | International Peace Monitoring Team (Solomon Islands)             |

|         |  |
|---------|--|
| IT      | Information Technology   |
| ITCS    | Indirect Tax Concession Scheme   |
| IWC     | International Whaling Commission   |
| JCPAA   | (Parliamentary) Joint Committee on Public Accounts and Audit                   |
| JSCFADT | (Parliamentary) Joint Standing Committee on Foreign Affairs, Defence and Trade |
| JSCOT   | (Parliamentary) Joint Standing Committee on Treaties                           |
| KEDO    | Korean Peninsula Energy Development Organization                               |
| LES     | Locally Engaged Staff  |
| LNG     | Liquefied Natural Gas  |
| LOTE    | Languages Other Than English   |
| MDG     | Market Development Group   |
| MEAA    | Media Entertainment and Arts Alliance  |
| MIF     | Multinational Maritime Interception Force                                      |
| MOU     | Memorandum of Understanding  |
| MP      | Member of Parliament   |
| MTCR    | Missile Technology Control Regime  |
| NAIDOC  | National Aborigines and Islanders Day Observance Committee                     |
| NATO    | North Atlantic Treaty Organisation   |
| NCCPD   | National Consultative Committee on Peace and Disarmament                       |
| NGO     | Non-Government Organisation  |
| NIA     | National Interest Account  |
| NNS     | Non-National Secure  |
| NPT     | Nuclear Non-Proliferation Treaty   |
| NTC     | National Trade Consultations   |
| OECD    | Organisation for Economic Cooperation and Development                          |
| OHS     | Occupational Health and Safety   |
| OPCW    | Organization for the Prohibition of Chemical Weapons                           |

|            |   |
|------------|---|
| OPO        | Overseas Property Office  |
| PACER      | Pacific Agreement on Closer Economic Relations  |
| Paris Club | A group of nations (including Australia) that meets on a case-by-case basis to reach a common approach on rescheduling or reducing the debt service on official loans from their countries. |
| PBS        | Portfolio Budget Statements   |
| PMG        | Peace Monitoring Group (Bougainville)   |
| PNG        | Papua New Guinea  |
| PPQ        | Possible Parliamentary Question   |
| ROK        | Republic of Korea (also known as South Korea)   |
| SAR        | Special Administrative Region (eg Hong Kong SAR)  |
| SATIN      | Secure Australian Telecommunications and Information Network  |
| SES        | Senior Executive Service  |
| SLA        | Service Level Agreement   |
| SME        | Small to Medium Enterprises   |
| SVP        | Special Visits Program  |
| TOOS       | Trade Outcomes and Objectives Statement   |
| TPAC       | Trade Policy Advisory Council   |
| TRIPS      | Trade Related Aspects of Intellectual Property Rights Agreement   |
| UN         | United Nations  |
| UNESCO     | United Nations Education, Social and Cultural Organisation  |
| UNMISSET   | UN Mission in Support of East Timor   |
| UNSC       | United Nations Security Council   |
| US         | United States of America  |
| WDP        | Workplace Diversity Program   |
| WEF        | World Economic Forum  |
| WMD        | Weapons of Mass Destruction   |
| WTO        | World Trade Organization  |

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