

GLOSSARIES AND INDEXES

Glossary of terms

Glossary of acronyms and abbreviations

Compliance index

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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 and liabilities managed by agencies on behalf of the Government. Agencies do not control administered items. 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> or the <i>Commonwealth Authorities and Companies Act 1997</i> .
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
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)	An agreement between an employer and an employee about terms and conditions of employment, made under the <i>Workplace Relations Act 1996</i> .
Certified Agreement	A 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.
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.

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> .
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.
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

ABAC	APEC Business Advisory Council
ABCAP	ABC Asia Pacific (television service)
ABS	Australian Bureau of Statistics
ACC	Australia–China Council
ACIAR	Australian Centre for International Agricultural Research
ADF	Australian Defence Force
AFC	Australian Film Commission
AFP	Australian Federal Police
AIC	Australia–India Council
AICC	Australia International Cultural Council
AII	Australia–Indonesia Institute
AIMF	Australia–Indonesia Ministerial Forum
AIPRD	Australia–Indonesia Partnership for Reconstruction and Development
AJF	Australia–Japan Foundation
AKF	Australia–Korea Foundation
ALABC	Australia–Latin America Business Council
AMI	Australia–Malaysia Institute
ANAO	Australian National Audit Office
APEC	Asia–Pacific Economic Cooperation (forum)
APIS	Australian Passport Information Service
APS	Australian Public Service
AQIS	Australian Quarantine and Inspection Service
ARF	ASEAN Regional Forum
ASEAN	Association of Southeast Asian Nations
ASNO	Australian Safeguards and Non-Proliferation Office
ATI	Australia–Thailand Institute
AusAID	Australian Agency for International Development
AUSFTA	Australia–United States Free Trade Agreement
AUSMIN	Australia–United States Ministerial Consultations
Austrade	Australian Trade Commission
AWA	Australian Workplace Agreement

BWC	Biological Weapons Convention
CAAR	Council for Australian–Arab Relations
CAP	Common Agricultural Policy (European Union)
CAS	Cultural Awards Scheme
CDS	Commonwealth Disability Strategy
CER	Closer Economic Relations
CHR	UN Commission on Human Rights
CMIS	Consular Management Information System
COALAR	Council on Australia Latin America Relations
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
DPRK	Democratic People’s Republic of Korea (also known as North Korea)
ECP	Enhanced Cooperation Program
EEZ	Exclusive Economic Zone
EFIC	Export Finance and Insurance Corporation
EMS	Environmental Management System
ERT	Emergency Response Team
ESD	Ecologically Sustainable Development
EU	European Union
FATF	Financial Action Task Force
FMIS	Financial Management Information System
FOI	freedom of information
FTA	free trade agreement
HRMIS	Human Resources Management Information System
IAEA	International Atomic Energy Agency
ICT	information and communications technology
IDETF	Inter-Departmental Emergency Task Force
IMV	International Media Visits
IOR-ARC	Indian Ocean Rim Association for Regional Cooperation
IOTWS	Indian Ocean Tsunami Warning System
IWC	International Whaling Commission

JCLEC	Jakarta Centre for Law Enforcement Cooperation
JCPAA	(Parliamentary) Joint Committee on Public Accounts and Audit
JMC	Joint Ministerial Commission
JSCFADT	(Parliamentary) Joint Standing Committee on Foreign Affairs, Defence and Trade
JSCOT	(Parliamentary) Joint Standing Committee on Treaties
LES	locally engaged staff
LNG	liquefied natural gas
MANPADS	Man-Portable Air Defence Systems
MFN	Most-Favoured Nation
MOU	memorandum of understanding
NAIDOC	National Aborigines and Islanders Day Observance Committee
NATO	North Atlantic Treaty Organisation
NGO	non-government organisation
NIA	National Interest Account
NPT	Nuclear Non-Proliferation Treaty
NSG	Nuclear Suppliers Group
NTAC	National Threat Assessment Centre
ODIN	Official Diplomatic Information Network
OECD	Organisation for Economic Co-operation and Development
OH&S	occupational health and safety
OPO	Overseas Property Office
PBS	Portfolio Budget Statements
PIF	Pacific Islands Forum
PNG	Papua New Guinea
PSI	Proliferation Security Initiative
RAMSI	Regional Assistance Mission to Solomon Islands
ROK	Republic of Korea (also known as South Korea)
ROOS	rules of origin
SAFTA	Singapore–Australia Free Trade Agreement
SATIN	Secure Australian Telecommunications and Information Network
SES	Senior Executive Service
SLA	Service Level Agreement
STARS	Statistical Trade Analysis and Retrieval System
STOG	Senior Trade Officials' Group

SVP	Special Visits Program
TAFTA	Thailand–Australia Free Trade Agreement
TEF	Trade and Economic Framework
TPAC	Trade Policy Advisory Council
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNOTIL	United Nations Office in Timor-Leste
US	United States of America
WDP	Workplace Diversity Program
WEF	World Economic Forum
WMD	Weapons of Mass Destruction
WTO	World Trade Organization

COMPLIANCE INDEX

This index is prepared from the checklist of annual report requirements contained in attachment F to the *Requirements for Annual Reports* approved by the Joint Committee of Public Accounts and Audit on 29 June 2005.

Description	Page	Requirement
Letter of transmittal	iii	mandatory
Table of contents	v	mandatory
Index	425	mandatory
Glossary	416	mandatory
Contact officer	ii	mandatory
Internet home page address and Internet address for report	ii	mandatory
Review by the Secretary		
Secretary's review	3	mandatory
Summary of significant issues and developments	3	suggested
Overview of department's performance and financial results	247	suggested
Outlook for the following year	10	suggested
Departmental overview		
Overview description of the department	12	mandatory
Role and functions	12	mandatory
Organisational structure	12	mandatory
Outcome and output structure	18	mandatory
Where outcome and output structures differ from the PBS format, details of variation and reasons for change		n.a.
Portfolio structure	16	mandatory
Report on performance		
Review of performance during the year in relation to outputs and contribution to outcomes	23–224	mandatory
Actual performance in relation to performance targets set out in the PBS and PAES	23–224	mandatory
Performance of purchaser–provider arrangements	298	mandatory
Where performance targets differ from the PBS/PAES, details of both the former and new targets, and reasons for the change		n.a.
Discussion and analysis of performance	23–224	mandatory
Trend information	23–224	suggested
Factors, events or trends influencing departmental performance	23–224	suggested
Significant changes in the nature of principal functions or services	n.a.	suggested

Description	Page	Requirement
Performance against service charter customer service standards, complaints data, and the department's response to complaints	159, 162, 167, 200–1, 238–9, 270–1	mandatory
Social justice and equity impacts	242, 268–73	suggested
Discussion and analysis of the department's financial performance	247	mandatory
Discussion of any significant changes from the prior year or from the budget	248	suggested
Summary resource tables by outcomes	27, 145, 175, 215	mandatory
Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future	248	mandatory
Management accountability		
<i>Corporate governance</i>		
Statement of the main corporate governance practices in place	229	mandatory
Names of the senior executive and their responsibilities	229	suggested
Senior management committees and their roles	230	suggested
Corporate and operational planning and associated performance reporting and review	232	suggested
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	234	suggested
Certification of compliance with the Commonwealth Fraud Control Guidelines	235	mandatory
Policy and practices on the establishment and maintenance of appropriate ethical standards	234	suggested
How the nature and amount of remuneration for senior executive service officers is determined	247	suggested
<i>External scrutiny</i>		
Significant developments in external scrutiny	236	mandatory
Judicial decisions and decisions of administrative tribunals	238	mandatory
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	236–8	mandatory
<i>Management of human resources</i>		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	239	mandatory
Workforce planning, staff turnover and retention	239	suggested
Impact and features of certified agreements and AWAs	245	suggested
Training and development undertaken and its impact	243	suggested
Occupational health and safety performance	246, 265–7	suggested

Description	Page	Requirement
Productivity gains	239	suggested
Statistics on staffing	257–60	mandatory
Certified agreements and AWAs	245, 261	mandatory
Performance pay	262–3	mandatory
Assets management		
Assessment of effectiveness of assets management	249	mandatory
Purchasing		
Assessment of purchasing against core policies and principles	251	mandatory
Consultants		
Number of new consultancy services contracts let, total expenditure on all new consultancy services contracts, number of ongoing consultancy services contracts active in the reporting year, and the total expenditure on ongoing consultancy services contracts in the reporting year. Additional proforma information to be available on new consultancy services contracts let to the value of \$10,000 or more	251	mandatory
Competitive tendering and contracting		
Competitive tendering and contracting contracts let and outcomes	249	mandatory
Absence of contractual provisions allowing access by the Auditor-General	250	mandatory
Exempt contracts		
Contracts exempt from the purchasing and disposal gazette	251	mandatory
Commonwealth disability strategy		
Report on performance in implementing the Commonwealth disability strategy	268	mandatory
Financial statements		
Financial statements	319	mandatory
Other information		
Occupational health and safety (section 74 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>)	265	mandatory
Freedom of information (subsection 8(1) of the <i>Freedom of Information Act 1982</i>)	274	mandatory
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>)	300	mandatory
Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	292	mandatory
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PASSPORTS OFFICES

Canberra Passports Office

R G Casey Building
John McEwen Crescent
Barton ACT 0221
T: 131232

Darwin Passports Office

5th Floor,
Northern Territory House
22 Mitchell Street
Darwin NT 0800
T: 131232

Hobart Passports Office

Level 1, 111 Macquarie Street
Hobart TAS 7000
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Sydney Passports Office

Level 7, Gateway House
Henry Deane Place
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Sydney NSW 2000
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Brisbane Passports Office

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Melbourne Passports Office

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Newcastle Passports Office

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The Department of Foreign Affairs and Trade has offices in each state and territory capital city and in some regional centres. Please contact your nearest office for more information, or access the department's website at www.dfat.gov.au.

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