

GLOSSARIES AND INDEXES

Section 6

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	Revenues, expenses, 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 the Parliament and 'prescribed agencies' for the purposes of the <i>Financial Management and Accountability 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 74, 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> .
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	A person engaged as an APS employee under subsection 22(2)(b) or 22(2)(c) of the <i>Public Service Act 1999</i> .

Ongoing APS employee	A person engaged as an ongoing APS employee under subsection 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

AANZFTA	ASEAN–Australia–New Zealand FTA
ABAC	APEC Business Advisory Council
ABIE	Australian Business in Europe
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
ANZCERTA	Australia New Zealand Closer Economic Relations Trade Agreement
APEC	Asia-Pacific Economic Cooperation (forum)
APIS	Australian Passport Information Service
APO	Australian Passport Office

APS	Australian Public Service
AP6	Asia-Pacific Partnership on Clean Development and Climate
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
AUKMIN	Australia–United Kingdom Ministerial Dialogue
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 and Toxin Weapons Convention
CAAR	Council for Australian–Arab Relations
CAIS	Consular Assistance and Information System
CAP	Common Agricultural Policy (European Union)
CDS	Commonwealth Disability Strategy
CMIS	Consular Management Information System
COALAR	Council on Australia Latin America Relations
CT	Counter-terrorism
CTBT	Comprehensive Nuclear-Test-Ban Treaty
CWC	Chemical Weapons Convention
DAFF	Department of Agriculture, Fisheries and Forestry
DAP	Direct Aid Program

DEW	Department of the Environment and Water Resources
DFAT	Department of Foreign Affairs and Trade
DIAC	Department of Immigration and Citizenship
DPRK	Democratic People's Republic of Korea (also known as North Korea)
EAS	East Asia Summit
ECP	Enhanced Cooperation Program
EFIC	Export Finance and Insurance Corporation
EMS	Environmental Management System
ERT	Emergency Response Team
ESD	Ecologically Sustainable Development
EU	European Union
FMCT	Fissile Material Cut-off Treaty
FMIS	Financial Management Information System
FOI	freedom of information
FTA	free trade agreement
GCC	Gulf Cooperation Council
G4	United States, European Union, Brazil and India
G6	G4 members plus Australia and Japan
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
ISAF	International Security Assistance Force

IWC	International Whaling Commission
JCLEC	Jakarta Centre for Law Enforcement Cooperation
JCPAA	(Parliamentary) Joint Committee on Public Accounts and Audit
JMEC	Joint Ministerial Economic 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
MAFTA	Malaysia–Australia Free Trade Agreement
MANPADS	Man-Portable Air Defence Systems
MOU	memorandum of understanding
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
PACER	Pacific Agreement on Closer Economic Relations
PBS	Portfolio Budget Statements
PfP	(NATO) Partnership for Peace
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
SPARTECA	South Pacific Regional Trade and Economic Cooperation Agreement
STARS	Statistical Trade Analysis and Retrieval System
STOG	Senior Trade Officials' Group
SVP	Special Visits Program
TAC	Trade Advisory Council
TAFTA	Thailand–Australia Free Trade Agreement
TEF	Trade and Economic Framework
TSD	Trilateral Strategic Dialogue
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNHCR	United Nations High Commissioner for Refugees
US	United States of America
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 13 June 2007.

Description	Page	Requirement
Letter of transmittal	iii	mandatory
Table of contents	iv	mandatory
Index	502	mandatory
Glossary	492	mandatory
Contact officer	ii	mandatory
Internet home page address and internet address for report	ii	mandatory
Review by the Secretary		
Secretary's review	2	mandatory
Summary of significant issues and developments	3	suggested
Overview of department's performance and financial results	273	suggested
Outlook for the following year	11	suggested
Departmental overview		
Overview description of the department	15	mandatory
Role and functions	15	mandatory
Organisational structure	17	mandatory
Outcome and output structure	19	mandatory
Where outcome and output structures differ from the PBS format, details of variation and reasons for change		n.a.
Portfolio structure	18	mandatory
Report on performance		
Review of performance during the year in relation to outputs and contribution to outcomes	25–248	mandatory
Actual performance in relation to performance targets set out in the PBS and PAES	25–248	mandatory
Performance of purchaser–provider arrangements	316–318	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	25–248	mandatory
Trend information	25–248	suggested
Factors, events or trends influencing departmental performance	25–248	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	179, 187, 189–190, 192–193	mandatory
Social justice and equity impacts	194, 265–267	suggested
Discussion and analysis of the department's financial performance	273–274	mandatory
Discussion of any significant changes from the prior year or from the budget	273–274	suggested
Summary resource tables by outcomes	29, 169, 199, 239	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	274	mandatory
Management accountability		
Corporate governance		
Statement of the main corporate governance practices in place	253–260	mandatory
Names of the senior executive and their responsibilities	16	suggested
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Corporate and operational planning and associated performance reporting and review	256–259	suggested
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	258	suggested
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Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	260–261	mandatory
Management of human resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	263–264	mandatory
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Impact and features of certified agreements and AWAs	271–272	suggested
Training and development undertaken and its impact	267–271	suggested
Occupational health and safety performance	272–273, 290–292	suggested

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Statistics on staffing	283–287	mandatory
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Assessment of effectiveness of assets management	274	mandatory
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Assessment of purchasing against core policies and principles	275	mandatory
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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. Reference to be made to the AusTender website.	275–276	mandatory
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Contracts exempt from AusTender	275	mandatory
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Report on performance in implementing the Commonwealth disability strategy	266–267	mandatory
Financial statements		
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Freedom of information (subsection 8(1) of the <i>Freedom of Information Act 1982</i>)	293–302	mandatory
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n.a. not applicable

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