

Glossary

Set out below is a glossary of technical terms, or ordinary words used technically, and a list of acronyms and abbreviations used in this document.

3G Technology—a set of standards used for mobile devices and mobile telecommunication services and networks that comply with the International Mobile Telecommunications–2000 (IMT–2000) specifications by the International Telecommunication Union.

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.

Agencies—The basic unit of organisation covered by the budget, and focus for assessing management performance and implementing government policy. Agencies are departments of state, parliamentary departments and other agencies prescribed under the *Financial Management and Accountability Act 1997*. Authorities are bodies corporate which are, for legal purposes, entities in their own right in that they are separate from the Commonwealth Government and are governed by the *Commonwealth Authorities and Companies Act 1997*.

Building fabric—The basic elements making up a building; the structure without finishings or decoration.

Chamber departments—The Department of the Senate and the Department of the House of Representatives, so called because each supports a ‘Chamber’ of the Commonwealth Parliament.

Chief Executive Officer—The ultimate level of individual responsibility within an agency. In the case of DPS it is the Secretary.

Chief Executive’s Instructions—Procedural instructions given by a Chief Executive to manage the affairs of the department in a way that promotes the efficient, effective and ethical use of Commonwealth resources.

Co-mingled waste—Includes metal cans, glass bottles, milk cartons and plastic collected in a common bin.

Enterprise Agreement—An agreement between DPS and its employees about terms and conditions of employment.

Federation Chamber—the second chamber of the House of Representatives.

Hansard—Hard copy and electronic reports of proceedings in the Senate, the House of Representatives and the Main Committee of the House of Representatives and transcripts of parliamentary committees and some ministerial or parliament-related conferences.

Outcomes and programs—Parliamentary outcomes are the intended results, impacts or consequences of actions by the Parliament on the Australian community. Commonwealth programs are the primary vehicle by which parliamentary agencies achieve the intended results of their outcome statements.

Parliament House Art Collection (PHAC)—Comprises a number of stand-alone collections (the Rotational Collection, the Architectural Commissions, the HMC, the Gift Collection, the Constitutional Documents and the Archive).

Parliamentary Precincts—The Parliamentary Precincts are defined in the *Parliamentary Precincts Act 1988*; in general terms they consist of the area within the inner kerb of Capital Circle, and all buildings, structures and works, and parts of buildings, structures and works, on, above or under that land.

ParlMap—An application to draw maps of any electoral division showing Census or voting characteristics.

Portfolio Budget Statements (PBS)—Statements prepared by agencies to explain the Budget appropriations in terms of outcomes and outputs.

Presiding Officers—Two Members of Parliament elected to preside over, or be in charge of, the business, proceedings and administration of a House of Parliament. In the Senate the Presiding Officer is called the President, and in the House of Representatives, the Speaker.

Question in Writing—Where a member of the House of Representatives ask ministers a question in writing by having it placed on the Notice Paper. Neither the question nor the answer is read in the House.

Question on Notice—Where a senator seeks a detailed answer from a minister to a question, particularly where statistical information is sought, submitted in written form and placed on notice.

Receipts—The total or gross amount received by the Commonwealth. Each receipt item is either revenue, an offset within outlays, or financing transactions. Receipts include taxes, interest, charges for goods and services, borrowings and Government business enterprise dividends received.

Security Management Board—This body is established by the Parliamentary Service Act 1999, and provides advice as required to the Presiding Officers on security policy, and the management of security measures, for Parliament House. The board has three members, who may, with the Presiding Officers' permission, invite others to attend their meetings.

Staff Dining Room—The Staff Dining Room is also referred to as the Staff Cafeteria or the Staff Café.