

References

Glossary and abbreviations list

ABC	Australian Broadcasting Corporation
ACT	Australian Capital Territory
administered expenses/ items	Revenues, expenses, assets, and liabilities administered by the department for the Commonwealth generally and not for the running of the department.
amendments and requests for amendments	Proposals to alter a bill, which may be moved by any senator or member. Any amendments made by one House must be agreed to by the other House before a bill can become law. The Senate may not amend bills imposing taxation or appropriating money for the Commonwealth's ordinary annual services; nor may it amend an appropriation bill so as to increase a charge or burden on the people. The Senate may request the House of Representatives to make such amendments.
APS	Australian Parliamentary Service
assent print	The final version of a bill as agreed to by both Houses, prepared by the initiating House for the Governor-General's signature (or assent).
AWA	Australian Workplace Agreement
bill	A proposal for a law that is introduced into parliament. Bills are considered consecutively by the two Houses of Commonwealth Parliament, the House of Representatives and the Senate. The two Houses must agree to a bill in identical terms before it can be transmitted to the Governor-General for assent, which marks its passage into law.
Chamber departments	The departments supporting the two Houses of the Commonwealth Parliament: namely, the Department of the Senate and the Department of the House of Representatives.
CHRIS	The department's new human resource management system.
Clerks at the table	Clerks, including the Clerk (the head of the department), the Deputy Clerk and other senior officers of the department, who sit in the chamber and provide procedural advice while taking the minutes of Senate proceedings.
Committee 'Red'	The daily program of Senate committee hearings held in Parliament House; named after the Senate 'Red'.
Committee of the whole	The stage in the debate on a bill in the chamber during which each clause or group of clauses is considered in detail and during which amendments or requests may be moved.
CPG	Commonwealth Procurement Guidelines
CVP	Citizenship Visits Program
despatch boxes	Educational resources produced by the PEO for senators and members are contained in facsimiles of the despatch boxes in the House of Representatives chamber—the decorated boxes on the central table at which the Prime Minister, ministers and members of the Opposition executive speak.

disallowance notice	A procedure by which a senator notifies the Senate that he/she seeks to disallow certain delegated legislation.
DOFA	The Department of Finance and Administration
DPS	The Department of Parliamentary Services—formed from the amalgamation on 1 February 2004 of the Department of the Parliamentary Library, the Department of the Parliamentary Reporting Staff and the Joint House Department.
<i>Dynamic Red</i>	An on-line, updateable version of the Senate ‘Red’ which allows users to follow the progress of business in the chamber on any sitting day.
Education Centre	The name of the Parliament House facility in which the PEO conducts role-plays and other programs for visiting students.
estimates committees	A term commonly used to describe legislation committees’ consideration of the annual and additional estimates of expenditure of government departments and agencies.
Fedlink	A dedicated virtual private network that provides secure and trusted communications across any infrastructure, including the internet.
hearing loop	A loop of wire installed around the perimeter of an area, such as a committee room, and connected directly to an audio amplifier, to assist hearing-impaired people.
ICON	A dedicated broadband fibre link between the Table Office and the provider of its microfilming and digitising services.
inquiries service	A service run by the Table Office which provides senators, their staff and other clients with copies of legislation, documents tabled in the Senate and responses to inquiries about Senate business.
IPU	Inter-Parliamentary Union
KPMG	The company holding the contract for the department’s internal auditing function.
legislation committees	Committees which report on bills or draft bills, the annual and additional estimates of expenditure of government departments and agencies, and annual reports and the performance of government departments and agencies—the last two are standing references which enable the committees to initiate inquiries in respect of their scrutiny of Commonwealth administration. Legislation committees effectively have government majorities.
Little Lunch Sittings	A community education program run by the PEO for community groups at lunchtime.
messengerial support	Services provided in the Senate chamber by the chamber attendants, including distribution of documents, conveyance of messages and supervision of chamber doors during divisions (formal votes) and quorum calls.
motions/formal motions/ procedural motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with standing orders.

OH&S	Occupational health and safety
OneOffice	The platform that supports the parliamentary computing network.
parliamentary precincts	Parliament House and the land on which it is situated, as defined in the <i>Parliamentary Precincts Act 1988</i> ; the precincts are under the control and management of the Presiding Officers.
parliamentary privilege	Two significant aspects of the law relating to parliament: the privileges or immunities of the Houses of the Commonwealth Parliament; and the powers of the Houses to protect the integrity of their processes, particularly the power to punish contempts.
PBS	Portfolio Budget Statements
PEO	Parliamentary Education Office
PeopleSoft	The department's outgoing human resource management system.
PEP UP	Parliamentary Executive Professional Upgrade Program
Presiding Officers	The President of the Senate and the Speaker of the House of Representatives are the Presiding Officers. Each presides over the proceedings of his or her respective House. Administratively, each is responsible for his or her respective chamber department and together they are responsible for the DPS.
questions on notice	When referred to in the context of the Senate, these are written questions to ministers from other senators. Questions on notice in the context of estimates proceedings are written or oral questions from committee members to a minister and/or the minister's departmental officers, which require written answers from the department or minister.
references committees	Committees which report on matters referred by the Senate—generally policy issues—other than those referred to the legislation committees. References committees have non-government majorities.
running sheet	A checklist of amendments used by senators when considering bills in the committee of the whole. Running sheets show all proposed amendments, identified by subject matter and grouped as needed; conflicts between amendments; relevant references in the bills under consideration; and procedural questions to be posed by the Chair of Committees.
schedules of amendments	Lists of amendments to bills, agreed to by the Senate, which are forwarded to the House of Representatives for consideration.
scripts/procedural scripts	Pro-forma procedural statements used by senators at certain times during debates and other Senate proceedings.
Senate 'Red'	The daily program issued to senators on sitting days as a guide to chamber proceedings; named after the red flash printed on the front page of the document.
SES	Senior Executive Service
SMAG	Senior Management Advisory Group
standing orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.

STEP UP	An extension of the PEP UP program, for senior staff.
survey of senators	A biennial survey commissioned by the Department of the Senate and conducted by an independent research services organisation to assess senators' satisfaction with the quality, efficiency and effectiveness of the services provided by the department.
television monitoring system	The means through which parliamentary proceedings, including committee hearings, are televised within Parliament House.
third reading print	A bill which is amended by the House in which it originates is reprinted to incorporate the amendments before it is transmitted to the other House. The bill is therefore transmitted in the form in which it is 'read a third time' in the originating House.
webcast	The means through which parliamentary proceedings, including committee hearings, are broadcast on the internet.
WISE	Working in the Senate, a program under which public servants from other departments and agencies are seconded to the department to work on committee inquiries and to gain knowledge of the Senate and its operations, which they can apply to the benefit of their organisations on their return.

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