

PART 8

# REFERENCE MATERIAL

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# ACRONYMS AND ABBREVIATIONS

ABS – Australian Bureau of Statistics  
ACT – Australian Capital Territory  
AFP – Australian Federal Police  
AGIMO – Australian Government Information Management Office  
AGLIN – Australian Government Libraries Information Network  
AM – Member of the Order of Australia  
ANAO – Australian National Audit Office  
AO – Officer of the Order of Australia  
APH – Australian Parliament House  
APLA – Association of Parliamentary Libraries of Australasia  
APLAP – Association of Parliamentary Librarians of Asia and the Pacific  
APS – Australian Public Service  
APSC – Australian Public Service Commission  
ASD – Australian Signals Directorate  
BCAR – Building Condition Assessment Report  
BCI – Building Condition Index  
CCTV – Closed Circuit Television  
CEO – Chief Executive Officer  
CIO – Chief Information Officer  
CIT – Canberra Institute of Technology  
COO – Chief Operating Officer  
CPRs – Commonwealth Procurement Rules  
CRMP – Commonwealth Risk Management Policy  
DPS – Department of Parliamentary Services  
EEGO – Energy Efficiency in Government Operations  
EMMS – Electronic Media Monitoring Service  
EPBC Act – *Environment Protection and Biodiversity Conservation Act 1999*  
ESCI – Engineering Systems Condition Index  
ESD – Ecologically Sustainable Development  
ESS – Employee Self Service  
FOI Act – *Freedom of Information Act 1982*  
FTE – Full Time Equivalent  
GST – Goods and Services Tax  
HCOs – Harassment Contact Officers  
HILDA – the Household, Income and Labour Dynamics Australia  
HR – Human Resources  
HRC – Health and Recreation Centre  
HSRs – Health and Safety Representatives  
ICT – Information and Communication Technology  
IDF – Intermediate Distribution Frame  
IFLA – International Federation of Library Associations and Institutions

IHG – InterContinental Hotels Group  
JSCPL – Joint Standing Committee on the Parliamentary Library  
KPIs – Key Performance Indicators  
KPMG – Klynveld Peat Marwick Goerdeler  
LCI – Landscape Condition Index  
MBE – Member of the Most Excellent Order of the British Empire  
MP – Member of Parliament  
MSS – Manager Self Service  
NLA – National Library of Australia  
NPI – National Pollutant Inventory  
NPP – New Policy Proposal  
ORC – Opinion Research Corporation  
P2P – Procure to Pay  
ParlAV – Parliamentary Audio Visual Services  
PBO – Parliamentary Budget Office  
PCN – Parliamentary Computing Network  
PDF – Portable Document Format  
PEL – Parliamentary Executive Levels  
PGPA Act – *Public Governance, Performance and Accountability Act 2013*  
PICTAB – Parliamentary ICT Advisory Board  
PID Act – *Public Interest Disclosure Act 2013*  
PSL – Parliamentary Service Levels  
PSM – Public Service Medal  
PSS – Parliamentary Security Service  
PWPP – Pacific Women’s Partnership Program  
Q&A – Question and Answer  
RAP – Reconciliation Action Plan  
RMS – Rehabilitation Management System  
SAMP – Strategic Asset Management Plan  
SES – Senior Executive Service  
SMB – Security Management Board  
SMEs – Small and Medium Enterprises  
TV – Television  
US – United States  
UV – Ultra Violet  
VD – Volunteer Officers’ Decoration  
VSO – Visitor Services Officer  
WANTS – Web Accessibility National Transition Strategy  
WCAG2.0 – Web Content Accessibility Guidelines 2.0  
WHS – Work, Health and Safety  
WHS Act – *Work Health and Safety Act 2011*  
WHSMS – Work Health & Safety Management System

# GLOSSARY

Term	Description
Accountable Authority	The accountable authority of DPS (a non-corporate Commonwealth entity under the PGPA Act) is the Secretary of the department who has responsibility for, and control over, the entity's operations.
Activities	The actions/functions performed by agencies to deliver government policies.
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.
Appropriation	An amount of public money Parliament authorises for spending with funds to be withdrawn from the Consolidated Revenue Fund (CRF). Parliament makes laws for appropriating money under the Annual Appropriation Acts and under Special Appropriations, with spending restricted to the purposes specified in the Appropriation Acts.
Agencies	<p>A Department of State, Department of Parliament and prescribed agency under the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA).</p> <p>OR</p> <p>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 <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA). 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.</p>
Art Advisory Committee	This body assists the Presiding Officers in selecting artworks for the Parliament House Art Collection.
AUSPIC	Provides photographic services under the Parliamentarians' entitlement and to other government entities on a fee-for-service basis.
Bills Digest	A guide written to assist members of Parliament when they consider a Bill.

Term	Description
Budget	The Australian Government Budget sets out the fiscal and economic outlook for Australia, and includes expenditure and revenue estimates for the current financial year, the budget year and the three forward financial years.
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.
Commonwealth Procurement Rules (CPRs)	Establish the core procurement policy framework and articulate the Government's expectations for all agencies subject to the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA) and their officials, when performing duties in relation to procurement.
Corporate Governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
Departmental Item	Resources (assets, liabilities, revenues and expenses) that agency chief executive officers control directly. This includes outsourced activities funded and controlled by the agency. Examples of departmental items include agency running costs, accrued employee entitlements and net appropriations. A departmental item is a component of a departmental program.
Efficiency dividend	An annual reduction in funding for the overall running costs of an agency.
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.
Financial Results	The results shown in the financial statements of an agency.
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.
Heritage Advisory Board	This body provides advice to the Presiding Officers on the heritage management of Parliament House.
Key Performance Indicators (KPIs)	KPIs are used to assess and monitor the department's performance and to provide a record of our progress towards supporting the Government to meet its policy objectives, how public money was spent and whether planned achievements were on track.

<b>Term</b>	<b>Description</b>
Mid-Year Economic and Fiscal Outlook (MYEFO)	The MYEFO provides an update of the Government's budget estimates by examining expenses and revenues in the year to date, as well as provisions for new decisions that have been taken since the Budget. The report provides updated information to allow the assessment of the Government's fiscal performance against the fiscal strategy set out in its current fiscal strategy statement.
Operations	Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.
Parliament House Art Collection	Comprises a number of stand-alone collections (the Rotational Collection, the Architectural Commissions, the Architectural Design of the Building, the Historic Memorials Collection, the Gift Collection, the Constitutional Documents and the Archive).
Parliamentary precincts	The parliamentary precincts are defined in the <i>Parliamentary Precincts Act 1988</i> . 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.
Parliamentary ICT Advisory Board	A body established to oversee the development and progress of the Parliamentary ICT Strategic Plan and to provide guidance to the CIO on strategic objectives and outcomes.
ParlInfo	An online tool which enables the searching and downloading of parliamentary information including Hansard transcripts, Bills, Senate journals, votes and proceedings, notice papers, committee reports, the Parliamentary Handbook, newspaper clippings, media and publications.
ParlView	An online broadcast service which enables the viewing, searching and downloading of parliamentary broadcasts, special parliamentary events and press conferences as well as some historical records.
ParlTV	Parliament House internal television and digital radio service.
Performance Information	Evidence about performance that is collected and used systematically, which may relate to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. While performance information may be quantitative (numerical) or qualitative (descriptive), it should be verifiable.
PLS Employee	A person engaged under section 22, or a person who is engaged as an PLS employee under section 72, of the <i>Parliamentary Service Act 1999</i> .

Term	Description
Portfolio Budget Statements (PBS)	Budget-related paper detailing budget initiatives and explanations of appropriations specified by outcome and program by each agency within a portfolio.
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 the President, and in the House of Representatives, the Speaker.
<i>Public Governance, Performance and Accountability Act 2013 (PGPA)</i>	The <i>Public Governance, Performance and Accountability Act 2013</i> replaced the <i>Financial Management and Accountability Act 1997</i> (FMA Act) and the <i>Commonwealth Authorities and Companies Act 1997</i> (CAC Act) on 1 July 2014. The PGPA Act sets out main principles and requirements Commonwealth Resource Management Framework. Rules and other legislative instruments establish the requirements and procedures necessary to give effect to the governance, performance and accountability matters covered by the Act.
Security Management Board	This body is established by the <i>Parliamentary Service Act 1999</i> , 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.
Status A furniture	The Commissioned furniture collection consists of approximately 400 'one-off' furniture items produced by professional craftspeople engaged in fabricating site-specific works in close collaboration with the architects. Commissioned furniture items are located in the Senate and House of Representative Chambers, Prime Minister's Suite, President's Suite, Speaker's Suite, Cabinet Suite, Leader of the Opposition's Suite and in general circulation areas throughout the building.
Status B furniture	The Global furniture collection which comprises more than 25,000 pieces was commercially manufactured using high quality joinery techniques, integrating timeless design and function capable of gracefully withstanding decades of use. Design elements of the Global furniture collection include extensive use of natural materials such as stone, Australian timbers, specially designed fabrics, leather and bronze furniture. The Global collection is located in the general circulation areas of the building including lunch rooms, committee rooms, Senator and Members' offices and outdoor courtyards.
Virtual Desktop Interface	A system which allows users of the Parliamentary Computing Network (PCN) to view their PCN desktop on a range of devices.

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