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.

Accrual accounting—The system of accounting where items are brought to account as they are earned or incurred (and not as cash received or paid) and included in the financial statements for the periods to which they relate.

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/authorities—The basic unit of organisation covered by the budget, and focus for assessing management performance and implementing government policy. Agencies are Departments of State (eg the Department of Finance and Administration), parliamentary departments (eg DPS) and other agencies prescribed under the *Financial Management and Accountability Act 1997* (eg the Australian Taxation Office). Authorities are bodies corporate (eg the Australian Broadcasting Corporation) 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*.

Appropriation—An authorisation by Parliament to spend monies from the Consolidated Revenue Fund.

Assets—Future economic benefits controlled by an entity as a result of past transactions or past events.

Budget measure—A decision by the Cabinet or Minister that changes existing policy and results in cost or savings in budget financial estimates.

Building Condition Index—A measurement of the current condition of the maintenance of Parliament House, expressed as a percentage of the original condition.

Capital expenditure—Expenditure by an agency on capital projects, for example purchasing a building.

Cash accounting—The system of accounting that records cash receipts, payments and balances and provides reports that show the sources of cash and how cash was used.

Comcare—Comcare is the workers' compensation insurer for the Australian Commonwealth government, providing safety, rehabilitation and compensation services to Commonwealth employees (and employees of the ACT Government) under the auspices of the Safety, Rehabilitation and Compensation Commission.

Competitive tendering and contracting—Represents the process of contracting out the delivery of government activities, that were previously performed by a Commonwealth agency, to another organisation following a competitive tendering process.

Comcover—Comcover is the Commonwealth's self-managed fund for insurable risk.

Consolidated revenue fund—Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (**CRF**). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF.

Corporate governance—The structures and processes employed by an organisation to facilitate accountability to stakeholders, as well as successful performance. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.

Departmental items—Assets, liabilities, revenues and expenses which are controlled by the agency in providing its outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services, and most employee expenses, supplier costs and other administrative expenses incurred.

Design Integrity Index—A measurement of the current condition of the building, assessed against the Design Integrity indicators and expressed as a percentage of the original condition.

Equity—The residual interest in the assets of a reporting entity after deduction of its liabilities.

Expenses—Consumption or losses of future economic benefits in the form of reductions in assets or increases in liabilities of the entity.

***Financial Management and Accountability Act 1997* (the FMA Act)**—The principal legislation governing the proper use and management of public property and other Commonwealth resources by Commonwealth agencies. FMA Regulations and FMA Orders are made pursuant to the FMA Act.

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Financial results—The results shown in the financial statements of an entity.

Liabilities—Future sacrifices of economic benefits that the entity is presently obliged to make to other entities as a result of past transactions or other past events.

Materiality—This concept is assessed taking into account the planned outcome and the relative significance of the resources consumed in contributing to the achievement of that outcome.

Operating result—The difference between revenues and expenses; either a surplus or a deficit.

Outcomes—Results, impacts or consequences of actions by the Commonwealth on the Australian community. Outcomes are the results or impacts that the government wishes to achieve. Actual outcomes are the results or impacts actually achieved.

Output groups—The aggregation of outputs, based on a consistent type of product or beneficiary target group. Aggregation may also be needed for the provision of adequate information for performance monitoring, or based on a materiality test.

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—Provides evidence about performance that is collected and used systematically, and that may relate to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. Performance information may be quantitative (numerical) or qualitative (descriptive); however, it should be verifiable. Performance measures are more precise than indicators, and are used when there is a causal link between an intervention and a measurable change in performance.

Portfolio budget statements—Statements prepared by agencies to explain the Budget appropriations in terms of outcomes and outputs.

Purchaser/provider arrangements—Includes arrangements under which the outputs of one agency are purchased by another agency to contribute to the other agency's outcomes.

Price—The amount the government or the community pays for the delivery of agreed outputs.

Quality—Relates to the characteristics by which customers or stakeholders judge an organisation, product or service. Assessment of quality involves use of information gathered from interested parties to identify differences between users' expectations and their experiences.

Quantity—The size of an output.

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

Service charter—A public statement about the service that a department will provide and what clients can expect from the department. It is government policy that departments that provide services direct to the public have service charters in place.

Third party outputs—Goods or services delivered to the community by entities outside the Commonwealth general government sector. They are outputs wholly or partly funded by administered items and are directed to achieving planned outcomes.

Acronyms and abbreviations

ABC	Australian Broadcasting Corporation
ANAO	Australian National Audit Office
APP	Annual Procurement Plan
AFP-PS	Australian Federal Police – Protective Service
ASL	Average staffing level
AWA	Australian Workplace Agreement
BCI	Building Condition Index
BFG	Broadcast Facsimile Gateway
BMG	Building Management Group
BSARS	Broadcasting Services Asset Replacement Strategy
CA	Certified Agreement
CANG	Certified Agreement Negotiating Group
CCTV	Closed-circuit television
CEIs	Chief Executive's Instructions
CEPs	Chief Executive's Procedures
CEMP	Contractor Environmental Management Plan
CG	Corporate Group
CPGs	*Commonwealth Procurement Guidelines*
CRF	Consolidated Revenue Fund
CSBH	Client Support, Broadcasting and Hansard Group
DII	Design Integrity Index
DPL	Department of the Parliamentary Library
DPRS	Department of the Parliamentary Reporting Staff
DPS	Department of Parliamentary Services
EAP	Employee assistance program
ESCI	Engineering Systems Condition Index
EMMS	Electronic Media Monitoring Service
EMMU	Electronic Media Monitoring Unit

EMS	Environmental Management System
ESD	Ecologically sustainable development
Finance	Department of Finance and Administration
FMIS	Financial management information system
FCI	Furniture Condition Index
FOI Act	*Freedom of Information Act 1982*
FTA	Free Trade Agreement
FTE	Full-time equivalent employees
GBAPs	General briefs and publications
GDP	General Distribution Product
GJ	Gigajoule (a joule is a measure of energy; giga is 10^9)
GRI	Global Reporting Initiative
HMS	House Monitoring Service
HRMIS	Human resource management information system
ICT	Information and communications technology
IRS	Information and Research Services Group
ITACS	Information, Technology and Communications Services Group
JHD	Joint House Department
kL	Kilolitre (1,000 litres)
LCI	Landscape Condition Index
LCR	Local Control Room
LRMS	Library Resources and Media Services Group
LSL	Long service leave
MOA	Memorandum of agreement
MOU	Memorandum of understanding
MPPs	Mandatory procurement procedures
NAA	National Archives of Australia
NLA	National Library of Australia

Acronyms and abbreviations

OHS	Occupational health and safety
OHS Act	*Occupational Health and Safety (Commonwealth Employment) Act 1991*
OneOffice	Parliamentary computing platform
ParlInfo	Parliamentary information system
PBS	Portfolio budget statement
PHAC	Parliament House Art Collection
POITAG	Presiding Officers' Information Technology Advisory Group
PMAS	Personnel Management and Support
PSCC	Protective Security Coordination Centre
PSS	Parliamentary Security Service
RFP	Request for proposal
Senate Order	*Senate Order for Departmental and Agency Contracts*
SES	Senior Executive Service
SFG	Security and Facilities Group
SMB	Security Management Board
SMCG	Senior Management Coordination Group
SMSP	Senators' and Members' Services Portal
SOE	Standard operating environment
TARDIS	Time and Activity Recording Data Information System
TBL	Triple bottom line
TIPS	Threat Image Projection System
WIPI	Web Interface to ParlInfo
WTMD	Walk-Through Metal Detector

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