

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 future events.

Building Condition Index—A measurement of the current condition of the maintenance of the building, 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

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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.

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 experiences.

Quantity—The size of an output.

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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.

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

| | |
|--------------------|--|
| AFP- Protection | Protection portfolio of the Australian Federal Police |
| ANAO | Australian National Audit Office |
| AWA | Australian Workplace Agreement |
| BCA | Building Code of Australia |
| BCI | Building Condition Index |
| BFG | Broadcast Facsimile Gateway |
| BSB | Building Services Branch |
| CA | Certified Agreement |
| CCTV | Closed-circuit television |
| CDS | Commonwealth Disability Strategy |
| CEI | Chief Executive Instruction |
| CEP | Chief Executive Procedure |
| CFO | Chief Finance Officer |
| CMB | Content Management Branch |
| DII | Design Integrity Index |
| DPS | Department of Parliamentary Services |
| EMMS | Electronic Media Monitoring Service |
| EMS | Environmental management system |
| ESCI | Engineering Systems Condition Index |
| FCI | Furniture Condition Index |
| Finance | Department of Finance and Administration |
| GBAPs | General briefs and publications |
| GJ | Gigajoule (a joule is a measure of energy; giga is 10 ⁹) |
| ICT | Information and communications technology |
| IAB | Information Access Branch |
| ISB | Infrastructure Services Branch |
| KL | Kilolitre (1,000 litres) |

Acronyms and abbreviations

| | |
|-----------|---|
| LCI | Landscape Condition Index |
| OHS | Occupational health and safety |
| OneOffice | Parliamentary computing platform |
| ParlInfo | Parliamentary information system |
| PBS | Portfolio Budget Statement |
| PCN | Parliamentary Computing Network |
| PHAC | Parliament House Art Collection |
| POITAG | Presiding Officers' Information Technology Advisory Group |
| PSDB | Product and Service Development Branch |
| PSS | Parliamentary Security Service |
| RB | Research Branch |
| SBSB | Strategy and Business Services Branch |
| SES | Senior Executive Service |
| TIPS | Threat Image Protection System |

Compliance index

The Department of Parliamentary Services is required to present its annual report to each House of the Parliament under paragraph 65(1)(c) of the *Parliamentary Service Act 1999*.

Under subsection 65(2) of the *Parliamentary Service Act 1999*, the department's annual report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit (JCPAA). The *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (the **Requirements**) were revised and reissued in June 2006.

The Requirements stipulate a core set of mandatory information which must be included in annual reports to ensure that accountability requirements are met and to provide consistency for readers. There are other items which are suggested for inclusion on the basis of making the annual report as informative as possible.

The following table shows where the mandatory information specified by the Requirements may be found in this report.

| Part of report | Requirement item | Location |
|------------------------------|--|---|
| | Letters of transmittal | Pages iii and v |
| Aids to access | Table of contents | Page 1 |
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| | Glossary | Page 205 |
| | Abbreviations and acronyms | Page 209 |
| | Contact officer | Page ii |
| | Internet address | Page ii |
| Part 1—Secretary's review | Review by departmental Secretary | Paragraphs 1 to 78 |
| | Summary of significant issues and developments | Paragraphs 2 to 5732 |
| | Overview of department's performance and financial results | Paragraphs 58 to 68 |
| | Outlook for 2006-07 | Paragraphs 76 to 78 |
| Part 3—Departmental overview | Description of department | Paragraphs 168 to 223 |
| | | Paragraphs 79 to 81 (Parliamentary Library) |

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| Part of report | Requirement item | Location |
|--------------------------------------|--|---|
| | Role and functions | Paragraphs 174 to 223 Paragraphs 117 to 133 (Parliamentary Library) |
| | Organisational structure | Paragraphs 171 to 173 |
| | Outcome and output structure | Paragraph 227 |
| Part 4—Report on performance | Review of performance in relation to outputs and contribution to outcome | Paragraphs 224 to 375 Paragraphs 134 to 167 (Parliamentary Library) |
| | Actual results against performance targets set out in PBS | Paragraphs 224 to 375 Paragraphs 134 to 167 (Parliamentary Library) |
| | Narrative discussion and analysis of performance | Paragraphs 224 to 375 Paragraphs 134 to 167 (Parliamentary Library) |
| | Discussion and analysis of financial performance | Financial statements, pages 145 to 198 |
| | Summary resource tables by outputs | Note 26 to financial statements |
| Part 5—Management and accountability | | Paragraphs 376 to 507 |
| Corporate governance | Main corporate governance practices in place | Paragraphs 377 to 403 |
| | Senior management committees and their roles | Paragraphs 385 to 392 |
| | Corporate and operational planning and associated performance reporting and review | Paragraphs 399 to 401 |
| | Identification of areas of significant financial or operational risk and arrangements in place to manage risks | Paragraphs 393 to 397 |
| | Certification of department's compliance with the Commonwealth Fraud Control Guidelines | Paragraph 72 |
| | Maintenance of appropriate ethical standards | Paragraph 403 |
| External scrutiny | Significant developments in external scrutiny | Paragraphs 488 to 498 |

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| Part of report | Requirement item | Location |
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| | Judicial decisions and decisions of administrative tribunals | Paragraph 499 |
| Management of human resources | ANAO performance audits | Paragraphs 490 to 495 |
| | Assessment of effectiveness in managing and developing human resources | Paragraphs 413 to 439 |
| | Statistics on staffing | Paragraphs 409 to 412 |
| | Certified agreements and Australian Workplace Agreements | Paragraphs 404 to 408 |
| Asset management | Performance pay | Paragraph 406 |
| | Effectiveness of asset management | Paragraphs 478 to 487 |
| Purchasing | Assessment of purchasing against core policies and principles | Paragraphs 467 to 469 |
| Consultants | Summary statement detailing consultancy services contracts | Paragraphs 470 to 475 and Appendix A, page 203 |
| Competitive tendering and contracting | CTC contracts let and outcomes | Paragraph 476 |
| Exempt contracts | Contracts exempt from AusTender | Paragraph 477 |
| Commonwealth Disability Strategy | Report on performance in implementing the CDS | Paragraphs 432 to 439 |
| Financial statements | | Pages 145 to 198 |
| Other information required by legislation | Occupational health and safety | Paragraphs 427 to 431 |
| | Freedom of information | Paragraphs 500 to 503 |
| | Advertising and market research | Paragraphs 505 to 506 |
| | Ecologically sustainable development and environmental performance | Paragraphs 440 to 466 |
| Other mandatory information | Legal services expenditure | Paragraph 507 |
| | Discretionary grants | Paragraph 504 |

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