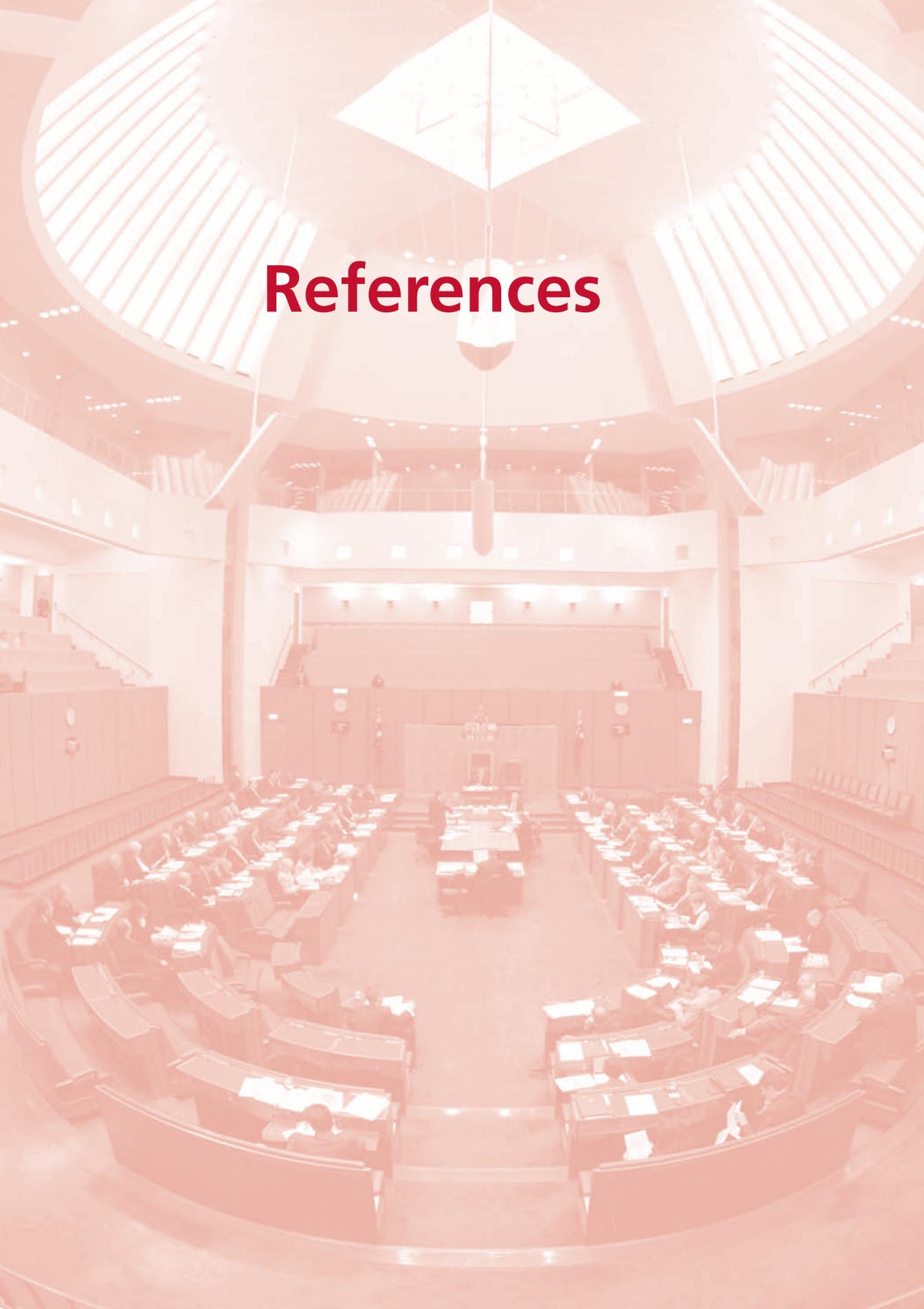


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Glossary and abbreviations list

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
bill	A proposal for a law that is introduced into parliament. Bills are considered consecutively by the two Houses of the 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.
CD	compact disc
CD-ROM	compact disc read-only memory
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.
department, the	Department of the Senate
disallowance notice	A procedure by which a senator notifies the Senate that he/she seeks to disallow certain delegated legislation.
DVD	digital video disc
ECA	<i>Department of the Senate Employee Collective Agreement 2006–2010</i>
EEO	equal employment opportunity
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies.
FTE	full-time equivalent
GST	goods and services tax
IPU	Inter-Parliamentary Union
messengerial support	Services provided in the Senate chamber by the chamber attendants, which include distribution of documents, conveyance of messages and supervision of chamber doors during divisions (formal votes) and quorum calls.

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
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.
PE	Parliamentary Executive
PEO	Parliamentary Education Office
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 Department of Parliamentary Services.
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 minister or the minister's department.
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.
SCID	Senate Centralised Information Database
scripts/procedural scripts	Scripts containing both routine and complex wording to be used by senators to ensure compliance with standing orders when taking part in proceedings in the Senate.
senators' survey	A two-yearly survey commissioned by the department 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—most recently conducted in early 2009.
SES	Senior Executive Service
standing orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.

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.
TRIM	Total Records and Information Management
TTY	teletypewriter
WISE	Working in the Senate, a development 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 departments and agencies on their return.

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