

Glossary and abbreviations list

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.
ANZACATT	Australia and New Zealand Association of Clerks—at—the—Table
AusTender	Australian Government tender system
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.
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
Comcare	Agency responsible for workplace safety, rehabilitation and compensation for Australian Government employees
CommDocs	A document handling system consisting of a series of private searchable websites for each committee, accessible only to members of the committee and their authorised staff
committee of the whole amendments	Amendments proposed to the text of bills dealt with by a committee consisting of all the members of the Senate formed to consider a bill in detail
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
DPS	Department of Parliamentary Services
ERK	electronic recordkeeping
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies
FMA Act	<i>Financial Management and Accountability Act 1997</i> (Cth)
ICT	information and communications technology
motions/procedural motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders

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
ParlInfo Search	Parliamentary Information Search System, a web-based parliamentary search service
PBS	portfolio budget statements
PEO	Parliamentary Education Office
PEP UP	Parliamentary Executive Professional Upgrade Program
PICTAB	Parliamentary ICT Advisory Board
PPS	Parliamentary Papers Series
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	The Senate Centralised Information Database which is used to manage information and documents to support committee inquiries
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
second reading amendments	Proposed resolutions which comment on or affect the passage of bills, but do not propose specific changes to the text of bills
SES	Senior Executive Service
SMAG	Senate Management Advisory Group
SPIO	Senate Public Information Office
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 transmitted in the form in which it is 'read a third time' in the originating House and is known as the 'third reading print'.
TOPS	Table Office Production System
TRIM	Total Records and Information Management (the department's record keeping system)
