

Glossary

Administrative Arrangements Order	<p>Under the Constitution, the Governor-General, on the advice of the Prime Minister, appoints ministers, establishes Departments of State and formally allocates executive responsibility among ministers through the Administrative Arrangements Order (AAO).</p> <p>The Administrative Arrangements Order is published in the <i>Commonwealth Gazette</i>. It sets out the matters dealt with by each Department of State and the legislation administered by a Minister of State administering a Department. The Administrative Arrangements Order entry for each Department of State covers the principal matters and legislation administered by all agencies (including statutory agencies and executive agencies) within the relevant portfolio.</p>
all-hazards	Threats to the national critical infrastructure that can come from a range of sources, including natural disasters, criminal activity, terrorism, espionage/foreign interference, etc.
Alternative dispute resolution	A term used to describe a variety of different processes that can help people resolve conflicts and disputes. The word ‘alternative’ is usually understood to mean these processes are an alternative to going to court and having a judge decide the outcome.
Australian National Audit Office access clauses	Non-mandatory standard access clauses developed for inclusion within tender documentation and contracts to provide the ANAO, and Australian Government agencies access to information contractors hold, including third party subcontractors for the purpose of audits.
AUSASSISTPLAN	The Australian Government Overseas Disaster Assistance Plan for managing Australia’s assistance to overseas countries after disasters. This assistance may be financial, technical or physical.
AUSCONPLAN-SPRED	The Australian Contingency Plan for Space Re-Entry Debris plan provides a framework to coordinate the activities of Commonwealth, State and Territory departments/authorities involved in recovering and neutralising any radiological threat arising from re-entry of space debris over Australia and its island territories.
backcapture	The process by which legislative instruments that were made before the commencement of the <i>Legislative Instruments Act 2003</i> are required to be registered on the Federal Register of Legislative Instruments.

CobiT standard	An international standard for information technology governance, better practice and audit.
COMDISPLAN	The Commonwealth Government Disaster Response Plan that provides the framework for addressing State and Territory requests for Commonwealth physical assistance arising from any type of emergency.
ComLaw	The website that provides access to the Federal Register of Legislative Instruments as well as to Acts and other legislative material in a single integrated system. <i>See also</i> SCALEplus.
common law	Law derived from custom and judicial precedent (case law) rather than from legislation.
competitive tendering	The process of contracting out the delivery of government and contracting activities previously performed by an Australian Government agency to another organisation (outsourcing). The activity is submitted to competitive tender, and the preferred provider of the activity is selected from the range of bidders by evaluating offers against predetermined selection criteria.
COMRECEPLAN	The Commonwealth Government Reception Plan details the coordination arrangements for the reception of persons evacuated into Australia following an overseas event.
consent determination	A decision by an Australian court (or a recognised State or Territory body) that native title does or does not exist in a particular area of land or waters after the parties have reached an agreement as to the terms of the determination.
consultancy contract	A contract that typically defines the nature, purpose and duration of the task to be performed but not (in any detail) the manner in which the task is to be performed by a consultant. The consultant is usually paid on completion of milestones or in a lump sum upon completion of the project.
consultancy service	A particular type of service delivered under a contract for services, distinguished from other contracts by the nature of the work performed. Consultancy services involve application of expert professional skills to investigate or diagnose a defined issue or problem, carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to help the agency in management decision making.

consultant	An entity (whether an individual, a partnership or a corporation) engaged to provide professional independent and expert advice or services. Consultants are not employees of the department and are not paid wages or other employee entitlements.
corporate governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
CrimTrac	Agency responsible for delivering and maintaining national policing information services.
cybercrime	An array of criminal activity, including offences against computer data and systems, computer-related offences, content offences and copyright offences.
e-commerce	Use of computers and electronic communication networks to do business.
e-learning	Learning facilitated and supported through the use of information and communications technology.
e-security	Electronic security on the internet.
emergency management	Organisations and individuals involved in the prevention, preparedness, response, recovery and management of risk to communities; that is, federal, State and local government authorities, community organisations, volunteers.
extradition	Surrender by one country to another of a person for trial on criminal charges or to serve a sentence already imposed for a criminal offence.
Federal Register of Legislative Instruments	A mechanism for managing Commonwealth legislative instruments, which provides the public with quick and easy access to legislative instruments and related material through the internet. All Commonwealth rule-making agencies are required to lodge new legislative instruments for registration as soon as practicable after making and to have registered all existing instruments by the end of 2007. <i>See also</i> backcapture
GovCERT.au	The Australian Government's point of contact for foreign governments on computer emergency response issues affecting the national information infrastructure.

legislative instrument	A legislative instrument, for the <i>Legislative Instruments Act 2003</i> , covers the following instruments made under a provision of an Act: all regulations, statutory rules, disallowable instruments and proclamations, and any other instrument that is of a 'legislative character'; that is, it determines a law or lays down a rule, rather than applying to a particular case, and affects privileges, rights, interests or obligations. The legislative character depends on the content of the individual instrument rather than on the provision under which it is made.
mitigation	Measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and the environment.
native title	A pre-existing property interest, held communally or individually by Aboriginal peoples and Torres Strait Islanders, which is capable of being recognised by Australia's common law. Native title can exist over land and waters where Aboriginal people or Torres Strait Islanders maintain traditional laws and customs that give them a connection to the specified area. Native title rights are not 'granted' by governments or courts. Native title is not an underlying title but rather a bundle of rights that can be extinguished by inconsistent acts of government.
ongoing APS employee	A person engaged as an ongoing APS employee as mentioned in paragraph 22(2)(a) of the <i>Public Service Act 1999</i> .
operations	Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.
outcomes	The results, impacts or consequence of actions by the Australian Government on the Australian community.
outputs	The goods or 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 an agency.
people trafficking	The recruitment, transportation, harbouring or receipt of persons, by means of threats, force, coercion, deception or abuse of power, for the purposes of exploitation.
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. It may be quantitative (numerical) or qualitative (descriptive), but it should be verifiable. Evaluations may also be periodically used to assess the performance of programs and activities.

performance pay	Also known as performance-linked bonuses and usually taking the form of a one-off payment in recognition of performance. Retention and sign-on payments are not considered to be performance pay, nor is performance-linked advancement, which includes advancement to higher pay points that then become the employee's nominal salary. Where an employee receives both a performance-linked bonus and performance-linked advancement (such as a one-off payment plus an increase in regular salary), only the bonus element is reportable.
precursor chemicals	Those chemicals, compounds and reagents that are used in manufacturing illicit drugs.
reasonable adjustment	Where a person with a disability can perform the inherent requirements of a job, the employer is required to make appropriate adjustments to the workplace or work practices to accommodate any additional needs that person may have. These reasonable adjustments facilitate equal opportunity to employment for all people and ensure a safe work environment. See also < http://www.jobaccess.gov.au >.
risk management	The culture, frameworks and structures that are directed towards effective management of potential opportunities and adverse effects. Risk management involves systematic application of management policies, procedures and practices to establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.
SCALEplus	Statutes, Cases Automated Legal Enquiry. A website upon which the Department previously published up-to-date Commonwealth legislation that is being superseded by ComLaw.
service charter	Public statement about the service a department or agency will provide.
workplace diversity	The central tenet of workplace diversity is creation of workplaces free from discrimination, harassment and bullying—workplaces where all employees act in accordance with the APS Code of Conduct and demonstrate their commitment to the APS Values.

Abbreviations and acronyms

AAO	Administrative Arrangements Order
ACT	Australian Capital Territory
AGDCC	Attorney-General's Department Coordination Centre
AFP	Australian Federal Police
AGIS	Attorney-General's Information Service
ANAO	Australian National Audit Office
AO	Officer of the Order of Australia
APEC	Asia–Pacific Economic Cooperation
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
ASIC	Aviation Security Identification Card
ASIO	Australian Security Intelligence Organisation
ASNET	Australian Secure Network
ASVS	Australian Security Vetting Service
ATSILS	Aboriginal and Torres Strait Islander Legal Services
ATWS	Australian Tsunami Warning System
AusAID	Australian Agency for International Development
AusCERT	Australian Computer Emergency Response Team
AusCheck	The Australian Background Checking Service
AUSTRAC	Australian Transaction Reports and Analysis Centre
AWA	Australian workplace agreement
CCA	Commonwealth Copyright Administration
CDS	Commonwealth Disability Strategy
CEI	Chief Executive Instructions
CIPMA	Critical Infrastructure Protection Modelling and Analysis
COAG	Council of Australian Governments

ABBREVIATIONS AND ACRONYMS

DIAC	Department of Immigration and Citizenship
DVD	digital versatile disc
DVS	Document Verification Service
EMA	Emergency Management Australia
FCA	Family Court of Australia
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	freedom of information
FRLI	Federal Register of Legislative Instruments
FTA	free trade agreement
FTE	full-time equivalent
FVPLS	Family Violence Prevention Legal Services
GST	goods and services tax
H1N1	Influenza A virus subtype H1N1 (swine flu) 2009 pandemic
HCA	High Court of Australia
HREOC	Human Rights and Equal Opportunity Commission
HSMAs	health and safety management arrangements
ICACSCP	International Child Abduction, Child Support and Civil Procedure
ICC	International Criminal Court
ICT	information and communications technology
ILSAC	International Legal Services Advisory Council
IOT	Indian Ocean Territories
IP	intellectual property
JBT	Jervis Bay Territory
JSCOT	Joint Standing Committee on Treaties
KAVHA	Kingston and Arthur's Vale Historic Area
LCD	liquid crystal display
MP	Member of Parliament
MSIC	Maritime Security Identification Card

NCCPP	National Community Crime Prevention Programme
NAIDOC	National Aboriginal and Islander Day Observance Committee
NCTC	National Counter-Terrorism Committee
NDMP	Natural Disaster Mitigation Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGO	non-government organisation
NICNAS	National Industrial Chemicals Notification and Assessment Scheme
NTER	Northern Territory Emergency Response
OEA	Office of Evaluation and Audit
OECD	Organisation for Economic Co-operation and Development
OH&S	occupational health and safety
OLSC	Office of Legal Services Coordination
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements
PDRR	Prevention, Diversion, Rehabilitation and Restorative Justice Program
PPI	Program for Performance Improvement
PPQ	possible parliamentary question
QC	Queen's Counsel
SC	Senior Counsel
SCAG	Standing Committee of Attorneys-General
SES	Senior Executive Service
The Hon	The Honourable
TISN	Trusted Information Sharing Network
UN	United Nations
UNCITRAL	United Commission for International Trade Law
USAR	urban search and rescue
WTO	World Trade Organization

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Compliance index

Under subsection 63(2) of the *Public Service Act 1999*, departmental annual reports 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 re-issued on 17 June 2009. 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 that are suggested to be included on the basis of making the annual report as informative as possible.

The following table shows where the information specified by the Requirements may be found in this report. Non-mandatory/suggested items have also been included in the table below and are indicated by an asterisk (*).

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