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MORE
INFORMATION



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PHOTO ACKNOWLEDGMENTS

Unless otherwise specified, photographs are of:

- One National Circuit, or
- Departmental staff (taken with their permission).

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LIST OF ABBREVIATIONS

AAO	Administrative Arrangements Order	NADC	National Australia Day Council
AAT	Administrative Appeals Tribunal	NAIDOC	National Aborigines and Islanders Day Observance Committee
ACCC	Australian Competition and Consumer Commission	NATO	North Atlantic Treaty Organisation
ADF	Australian Defence Force	NCTC	National Counter-Terrorism Committee
AELM	APEC Economic Leaders Meeting	NSC	National Security Committee
AIFS	Australian Institute of Family Studies	NTER	Northern Territory Emergency Response
ANAO	Australian National Audit Office	OECD	Organisation for Economic Cooperation and Development
APEC	Asia–Pacific Economic Cooperation	OH&S	occupational health and safety
APS	Australian Public Service	PM&C	Department of the Prime Minister and Cabinet
ASEAN	Association of Southeast Asian Nations	SCNS	Secretaries’ Committee on National Security
AWA	Australian Workplace Agreement	SGIA	Secretaries’ Group on Indigenous Affairs
CBRN	chemical, biological, radiological and nuclear	SES	Senior Executive Service
CIU	Cabinet Implementation Unit	SIU	Social Inclusion Unit
COAG	Council of Australian Governments	TTY	telephone typewriter
CRC	COAG Reform Council		
EL	Executive Level		
EU	European Union		
FOI	freedom of information		
FTA	Free Trade Agreement		
HSMA	Health and Safety Management Arrangements		
IDC	interdepartmental committee		
MCGC	Ministerial Committee on Government Communications		

GLOSSARY OF KEY TERMS

Administrative Arrangements Order (AAO):

An order issued from time to time by the government and signed by the Governor-General which establishes the matters or outcomes to be dealt with by each department of state, and the Acts to be administered by each minister.

Administered items: Revenues, expenses, assets and liabilities that the government controls, but which an agency or authority manages on the government's behalf.

Agency: A department of state, department of parliament and prescribed agency under the *Financial Management and Accountability Act 1997*.

Asia-Pacific Economic Cooperation (APEC):

The premier forum for facilitating economic growth, cooperation, trade and investment in the Asia-Pacific region comprising 21 Member Economies.

Australian Workplace Agreement (AWA):

An agreement between an employer and an employee about the terms and conditions of employment, made under the *Workplace Relations Act 1996*.

Certified Agreement (CA): A collective agreement relating to employment conditions made directly between an employer and a group of employees.

Chief Executive's Instructions provide instructions and guidance for accountability requirements under the *Financial Management and Accountability Act 1997*.

Commonwealth Procurement Guidelines (CPGs):

The CPGs establish the core procurement policy framework and articulate the Government's expectations for all agencies subject to the *Financial Management and Accountability Act 1997* and their officials when performing duties in relation to procurement.

Council of Australian Governments (COAG):

The peak intergovernmental forum in Australia, comprising the Prime Minister, State Premiers, Territory Chief Ministers and the President of the Australian Local Government Association.

Equity: Also known as net assets, it is the residual interest in the assets of an entity after deduction of its liabilities.

First Ministers: The Prime Minister, state Premiers and territory Chief Ministers.

Non-ongoing employee: An Australian Public Service employee who is employed for a specific term or task, or for duties that are irregular or intermittent as per paragraph 22(2)(a) of the *Public Service Act 1999*.

Outcomes and outputs structure.

This structure reflects an agency's business and enables sound performance reporting to parliament. Outcomes are the results, impacts or consequences of actions by the Australian Government affecting the Australian community. Outputs contribute to outcomes. They are the goods or services produced by agencies on behalf of the government and are specified by price, quantity or quality.

Portfolio Budget Statements (PBS): These statements explain the provisions of the Appropriation bills (Budget Bills), that is, where appropriated funds are to be spent.

Portfolio agencies: The different government agencies which are accountable to a minister. For a list of the Prime Minister's portfolio agencies see page 7.

Price of outputs: The government's contribution to the department's direct costs in producing required outputs and associated indirect costs, such as corporate overheads. It does not include, for example, revenue from independent sources.

Reasonable adjustment: The principle of providing an employee with a disability with services and/or facilities to assist them in carrying out the inherent requirements of their employment, where this does not impose unjustifiable hardship on the employer.

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