



## Part 5: Glossary and indexes

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## Compliance index

As per the *Requirements for departmental annual reports*, below is the compliance index providing a response and page reference for the location of each item.

Figure 5.1 Compliance index

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Letter of transmittal	Mandatory	iii
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Contact officer(s)	Mandatory	ii
Internet home page address and Internet address for report	Mandatory	ii
Review by departmental secretary	Mandatory	5–7
Summary of significant issues and developments	Suggested	5–7
Overview of Department's performance and financial results	Suggested	v, 5–7, 11–49, 70–171
Outlook for following year	Suggested	7
Significant issues and developments – portfolio	Portfolio departments – suggested	1–4
Role and functions	Mandatory	v, 2–6
Organisational structure	Mandatory	3
Outcome and program structure	Mandatory	4
Where outcome and program structures differ from PB Statements/ PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	1–4
Portfolio structure	Portfolio departments – mandatory	1
Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	11–49
Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Mandatory	11–49
Where performance targets differ from the PBS/PAES, details of both former and new targets and reasons for the change	Mandatory	4
Narrative discussion and analysis of performance	Mandatory	11–49
Trend information	Mandatory	11–68

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Significant changes in nature of principal functions/ services	Suggested	1–4
Factors, events or trends influencing departmental performance	Suggested	1–49
Performance of purchaser/provider arrangements	If applicable, suggested	Not Applicable
Contribution of risk management in achieving objectives	Suggested	52
Social inclusion outcomes	If applicable, mandatory	18
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A summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website.	Mandatory	64–65
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Compliance with the agency’s obligations under the Carer Recognition Act 2010		Not Applicable
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Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	62
Spatial reporting – expenditure by program between regional and non-regional Australia	If applicable, mandatory	Not Applicable
Correction of material errors in previous annual report	If applicable, mandatory	Not Applicable
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## List of abbreviations

Figure 5.3 Abbreviations

Abbrev	Full title
AAO	Administrative Arrangements Order
AC	Companion of the Order of Australia
ACSC	Australian Cyber Security Centre
ADF	Australian Defence Force
AE	Additional Estimates
AIC	Australian Information Commissioner
AGD	Attorney-General's Department
ANAO	Australian National Audit Office
ANU	Australian National University
Anzac	Australia and New Zealand Army Corps
ANZCTC	Australia-New Zealand Counter-Terrorism Committee
ANZSOG	Australia and New Zealand School of Government
APEC	Asia–Pacific Economic Cooperation forum
APS	Australian Public Service
APS PIN	Australian Public Service Policy Implementation Network
APSC	Australian Public Service Commission
ASEAN	Association of Southeast Asian Nations
ASEM	Asia-Europe Meeting
AWA	Australian Workplace Agreement
AWLA	Australian Women's Land Army
B20	Business 20
BAF	Business Advisory Forum
BE	Budget Estimates
CAC Act	<i>Commonwealth Authorities and Companies Act 1997</i>
CIU	Cabinet Implementation Unit
CHOGM	Commonwealth Heads of Government Meeting
CPRs	Commonwealth Procurement Rules
COAG	Council of Australian Governments

Abbrev	Full title
CRC	COAG Reform Council
CSOB	Cyber Security Operations Board
DBCDE	Department of Broadband, Communications and the Digital Economy
DCA	DisabilityCare Australia
DEEWR	Department of Education, Employment and Workplace Relations
Defence	Department of Defence
DFAT	Department of Foreign Affairs and Trade
DIAC	Department of Immigration and Citizenship
DIICSRTE	Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education
DoHA	Department of Health and Ageing
DRALGAS	Department of Regional Australia, Local Government, Arts and Sport
DSEWPAC	Department of Sustainability, Environment, Water, Population and Communities
EA	PM&C Enterprise Agreement 2011–14
EAS	East Asia Summit
ELG	Executive Leadership Group
EMS	Environmental Management System
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
FMA	<i>Financial Management and Accountability Act 1997</i>
FOI	freedom of information
FOIC	Freedom of Information Commissioner
G20	Group of Twenty Finance Ministers and Central Bank Governors
GDP	Graduate Development Program
IGA	Intergovernmental agreement
INSLM	Independent National Security Legislation Monitor
ISO	International standard
KPI	Key performance indicator
MP	Member of Parliament
NADC	National Australia Day Council
NAIDOC	National Aboriginal and Islander Day Observance Committee
NCTC	National Counter-Terrorism Committee
NDIS	National Disability Insurance Scheme

Abbrev	Full title
NERA	National Education Reform Agreement
NPA	National Partnership Agreement
NPER	National Panel for Economic Reform
NPSI	National Plan for School Improvement
OECD	Organisation for Economic Co-operation and Development
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements
PLC	People and Leadership Committee
PM&C	Department of the Prime Minister and Cabinet
PMDS	Performance Management and Development Scheme
QON	Question on Notice
SBE	Supplementary Budget Estimates
SDD	Strategy and Delivery Division
SES	Senior Executive Service
UN	United Nations
VEP	Vacation Employment Program
WHS Act	<i>Work Health and Safety Act 2011</i>
WH&S	Work Health and Safety



## Glossary of key terms

**Administrative Arrangements Order (AAO):** an order, issued from time to time by the Governor-General on advice from the Prime Minister, which establishes the matters or outcomes to be dealt with by each Department of State and the Acts to be administered by each Minister.

**Agency:** a Department of State, Department of Parliament and prescribed agency under the *Financial Management and Accountability Act 1997*.

**Budget:** the Australian Government Budget sets out the fiscal and economic outlook for Australia, and includes expenditure and revenue estimates for the current financial year, the budget year and the three forward financial years.

**Central Agency:** the Department of the Prime Minister and Cabinet, the Departments of Finance and Deregulation and the Treasury.

**Chief Executive's Instruction:** instructions and guidance provided for accountability requirements under the *Financial Management and Accountability Act 1997*.

**Closing the Gap:** a commitment by all Australian governments to improve the lives of Indigenous Australians, and in particular provide a better future for Indigenous children. A national integrated Closing the Gap strategy has been agreed through COAG.

**Commonwealth Procurement Rules (CPRs):** establishes the core procurement policy framework and articulates 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.

**enterprise agreement (EA):** an agreement about the terms and conditions of employment, made under the *Fair Work Act 2009*, pertaining to the relationship between the employee and employer. The current EA for the Department is PM&C Enterprise Agreement 2011–14.

**Expenditure Review Committee of Cabinet:** the Cabinet committee responsible for examining all expenditure proposals in light of the Government's overall fiscal strategy.

**G20:** the Group of Twenty (G20) is the premier forum for international economic cooperation. The G20 is a group of 19 countries and the European Union. G20 Leaders, Finance Ministers and Central Bank Governors meet regularly to address global economic and financial challenges.

**Intergovernmental Agreement (IGA):** a mechanism that allows for policy or project collaboration between the Commonwealth and the State and Territory Governments, defining the roles and responsibilities of each party and the agreed objectives and outcomes.

**Key performance indicators:** used to assess and monitor the Department's performance and to provide a record of our progress towards supporting the Government to meet its policy objectives, how public money was spent and whether planned achievements were on track.

**machinery of government (MOG) changes:** organisational or functional changes affecting the Commonwealth. Common examples of MOG changes include changes to the AAO following a Prime Ministerial decision to abolish or create a department or to move functions/responsibilities between departments or agencies and the creation of new statutory agencies or executive agencies, or abolition of such agencies.

**Mid-Year Economic and Fiscal Outlook:** updates the economic and fiscal outlook from the previous Budget. It is released each year by the end of January or six months after the last Budget, whichever is later.

**National Partnership Agreement (NPA):** a mechanism that allows for policy or project collaboration between the Commonwealth and the State and Territory Governments. A NPA generally provides for financial transfers between the Commonwealth and the States to support this collaboration.

**National Security Committee of Cabinet (NSC):** focuses on major international security issues of strategic importance to Australia, border protection policy, national responses to developing situations and classified matters relating to the Australian Intelligence Community.

**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*.

**not-for-profit sector:** the not-for-profit sector is made up of a diverse range of entities. Called by many different names – third sector, voluntary sector and the social economy – the sector comprises organisations established for a community purpose, whether altruistic or mutual in nature.

**Portfolio Additional Estimates Statements (PAES):** statements that inform Senators, Members and the public of changes since the Budget to the proposed allocation of resources to government outcomes.

**Portfolio Budget Statements (PBS):** explains the provisions of the Appropriation Bills (Budget Bills) – that is, where appropriated funds are to be spent.

**portfolio agencies:** government agencies in a portfolio, which are accountable to a Minister. For a list of the Prime Minister's portfolio agencies, see 'the portfolio'.

**Royal Commission:** a government inquiry established by the Governor-General pursuant to the *Royal Commissions Act 1902*.

**seconded:** an employee of other agencies/organisations who continues to be employed and paid by their home agency/organisation, under their terms and conditions of employment whilst working in PM&C. Secondees are often used where PM&C is working with the secondees' home agency/organisation on a particular issue or piece of work.

**Senate Estimates:** estimates of government expenditure are referred to Senate committees as part of the annual budget cycle.

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This report was developed by the annual report team with help from staff throughout the Department. The 2012–13 annual report team comprised from left to right: Hannah Keal; Michael Blanchard; Myra Croke, Assistant Secretary, Ministerial Liaison, Communication and Governance; Annette Cronin, Senior Adviser, Governance and Audit; Chris Atkinson, Adviser, Governance and Audit.

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