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# GLOSSARY OF TERMS

TERM	DESCRIPTION
<b>affect native title</b>	An act affects native title if it extinguishes native title rights and interests or if it is otherwise wholly or partly inconsistent with their continued existence, enjoyment or exercise (see section 227 of the <i>Native Title Act 1993</i> ).
<b>all-hazards</b>	Threats to the national critical infrastructure can come from a range of sources including natural disasters, criminal activity, terrorism, espionage/ foreign interference etc.
<b>APS employee</b>	A person engaged under section 22, or a person who is engaged as an APS employee under section 72, of the <i>Public Service Act 1999</i> .
<b>average staffing level</b>	The average number of employees receiving salary over the financial year with adjustments for casual and part-time employees to show the full time equivalent.
<b>capital use charge</b>	A dividend requirement levied on Commonwealth Government Sector agencies and authorities. The capital use charge payment is based on those agencies' and authorities' departmental net assets at financial year end. Funding for the capital use charge is included in agencies' and authorities' departmental price of outputs appropriation. The capital use charge ceased from 1 July 2003.
<b>CobiT standard</b>	CobiT (Control Objectives for Information and Related Technology) is an international standard for information technology governance, better practice and audit.
<b>common law</b>	Law derived from custom and judicial precedent (case law) rather than from legislation.
<b>competitive tendering and contracting (CTC)</b>	The process of contracting out the delivery of government activities previously performed by a Commonwealth agency to another organisation. 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.

<b>consent determination</b>	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.
<b>consultancy services</b>	A particular type of service delivered under a contract for services, distinguished from other contracts by the nature of the work performed. A consultant is an entity (whether an individual, a partnership or a corporation) engaged to provide professional independent and expert advice or services. Consultancy services involve the 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 assist the agency in management decision making. A consultancy contract 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. The consultant is usually paid on completion of milestones or in a lump sum. Consultants are not employees of the department and are not paid wages or other employee entitlements.
<b>corporate governance</b>	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
<b>dark grey economy</b>	Economic activity on the borderline between legitimate business and crime for profit, eg 'sideline' illicit activity by people in legitimate business, involvement of career criminals in ostensibly legitimate business, white collar and corporate crime, financial crimes carried out against businesses with 'insider' help.
<b>emergency management sector</b>	Organisations and individuals involved in the prevention, preparedness, response, recovery and management of risk to communities—ie Federal, State and Local Government authorities, community organisations, volunteers.
<b>extradition</b>	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.
<b>FedLink</b>	A data communications framework that provides secure and trusted communications between departments, agencies, the Parliament and Ministerial offices.

<b>financial results</b>	The results shown in the financial statements of an agency.
<b>future act</b>	An activity on land or waters that may extinguish or be otherwise inconsistent with the exercise of native title in that area (see section 233 of the <i>Native Title Act 1993</i> ). Examples of future acts may include the grant of mining rights and the compulsory acquisition of native title.
<b>future act regime</b>	Refers to the procedural framework in Part 2, Division 3, of the <i>Native Title Act 1993</i> . The Native Title Act sets out the different categories of acts that may be done, the procedures that must be complied with, the conditions, if any, on which the act will be valid, the affect it will have on native title and the entitlement, if any, to compensation.
<b>Humphry report</b>	<i>Review of the Whole of Government Information Technology Outsourcing Initiative</i> —conducted by Richard Humphry AO, December 2000. The report was published through AusInfo and was presented to the Minister for Finance and Administration.
<b>Indigenous Land Use Agreement (ILUA)</b>	A voluntary agreement about the use and management of an area of land or waters, made between one or more native title groups, and others (such as miners, pastoralists, governments). Once on the register of ILUAs an agreement is legally binding on the people who are party to it, and all native title holders for that area. Acts done in accordance with a registered ILUA are valid.
<b><i>Land Acquisition Act 1993 (LAA)</i></b>	Empowers the Commonwealth to acquire interests in land by agreement or compulsory process.
<b>Mabo</b>	The decision of the High Court in June 1992 that rejected doctrine that Australia was terra nullius (land owned by no-one) at the time of European settlement and found that Indigenous Australians could hold native title in land or waters.
<b>mitigation</b>	In the context of emergency management, measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and the environment.
<b>mutual assistance in business regulation</b>	Use of evidence gathering powers of a body such as Australian Securities and Investments Commission, Australian Competition and Consumer Commission or Australian Prudential Regulation Authority to obtain evidence for use by a similar foreign agency.

<b>mutual assistance in criminal matters</b>	Provision of assistance other than extradition (most commonly obtaining evidence) for a criminal investigation or prosecution in another country or tracing/confiscating proceeds of crime.
<b>National Native Title Tribunal (NNTT)</b>	The independent body established under the <i>Native Title Act 1993</i> to assist people to resolve native title issues.
<b>Native title</b>	A pre-existing property interest, held communally or individually by Aboriginal peoples and Torres Strait Islanders, that 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.
<b>non-ongoing APS employee</b>	An APS employee who is not an on-going APS employee.
<b>on-going APS employee</b>	A person engaged as an on-going APS employee as mentioned in paragraph 22(2)(a) of the <i>Public Service Act 1999</i> .
<b>operations</b>	Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.
<b>outcomes</b>	In the context of accrual-based budgeting, the results, impacts or consequence of actions by the Commonwealth on the Australian community.
<b>outputs</b>	In the context of accrual-based budgeting, 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.
<b>people smuggling</b>	The procurement, in order to obtain, directly or indirectly, a financial or other material benefit, of the illegal entry of a person into a country of which the person is not a national or a permanent resident.
<b>people trafficking</b>	The recruitment, transportation, harbouring or receipt of persons, by means of threats, force, coercion, deception or abuse of power, for the purposes of exploitation.

<b>performance information</b>	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. Performance information may be quantitative (numerical) or qualitative (descriptive), however it should be verifiable. Evaluations may also be periodically utilised to assess the performance of programs and activities.
<b>performance pay</b>	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, and nor is performance-linked advancement which includes advancement to higher pay points which then becomes the employee's nominal salary. In cases 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.
<b>prevention</b>	In the context of emergency management, regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated.
<b>purchaser/provider arrangements</b>	Arrangements under which the outputs of one agency are purchased by another agency to contribute to outcomes. Purchaser/provider arrangements can occur between Commonwealth agencies or between Commonwealth agencies and State/Territory government or private sector bodies.
<b>reasonable adjustment</b>	Where a person can perform the inherent requirements of a job, an employer is required to make reasonable adjustments to the workplace or work practices to accommodate any additional needs that the person may have.
<b>recovery</b>	In the context of emergency management, the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.
<b>relief</b>	In the context of emergency management, the provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.

<b>risk management</b>	The culture, frameworks and structures that are directed towards the effective management of potential opportunities and adverse effects. Risk management involves the systematic application of management policies, procedures and practices to the steps of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.
<b>service charters</b>	Public statements about the service that a department or agency will provide.
<b>sunsetting mechanism</b>	A process where legislative instruments are automatically taken to have been repealed after a certain period (in the case of the proposed Legislative Instruments Bill, this is ten years) unless they are remade. This keeps the statute book up-to-date by ensuring that legislative instruments are only retained if they are needed.
<b>warm-site back-up</b>	A back-up location that contains some – but not all – of the components needed to restore business functions in an emergency where the main site cannot be used. The selection of what items to maintain at the Department’s warm-site is based on the criticality of the systems they support, how available the component would be in an emergency and cost (some low cost items are maintained even if they do not support critical systems).
<b>whistleblower</b>	An APS employee who reports breaches (or alleged breaches) of the APS Code of Conduct.
<b>workplace diversity</b>	The central principle of workplace diversity is the 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

<b>AAT</b>	Administrative Appeals Tribunal
<b>ABCB</b>	Australian Building Codes Board
<b>ABCI</b>	Australian Bureau of Criminal Intelligence
<b>ACC</b>	Australian Crime Commission
<b>ACT</b>	Australian Capital Territory
<b>ACICA</b>	Australian Centre for International Commercial Arbitration
<b>ADR</b>	Alternative dispute resolution
<b>AEMC</b>	Australian Emergency Management Committee
<b>AEMVF</b>	Australian Emergency Management Volunteer Forum
<b>AFP</b>	Australian Federal Police
<b>A-G</b>	Attorney-General
<b>AGD</b>	Attorney-General's Department
<b>AGS</b>	Australian Government Solicitor
<b>AIC</b>	Australian Institute of Criminology
<b>AIJA</b>	Australian Institute of Judicial Administration
<b>AIS</b>	Aboriginal Interpreter Service
<b>AM</b>	Member of the Order of Australia
<b>ANAO</b>	Australian National Audit Office
<b>AO</b>	Officer of the Order of Australia
<b>APEC</b>	Asia-Pacific Economic Cooperation
<b>APMC</b>	Australasian Police Ministers Council
<b>APS</b>	Australian Public Service
<b>APSC</b>	Australian Public Service Commission
<b>ASIO</b>	Australian Security Intelligence Organisation
<b>ASNET</b>	Australian Secure Network
<b>ASO</b>	Air Security Officer
<b>ASVS</b>	Australian Security Vetting Service
<b>ATSIC</b>	Aboriginal and Torres Strait Islander Commission
<b>AusAID</b>	Australian Agency for International Development

<b>AUSASSISTPLAN</b>	Australian Government Overseas Disaster Assistance Plan
<b>AusCERT</b>	Australian Computer Emergency Response Team
<b>AusDIN</b>	Australian Disaster Information Network
<b>AWA</b>	Australian Workplace Agreement
<b>CAL</b>	Copyright Agency Limited
<b>CBR</b>	Chemical, biological, radiological
<b>CBREP</b>	Chemical, Biological and Radiological Enhancement Program
<b>CCG</b>	Core Consultative Group
<b>CCTC</b>	Commonwealth Counter-Terrorism Committee
<b>CCTPC</b>	Commonwealth Counter-Terrorism Policy Committee
<b>CDS</b>	Commonwealth Disability Strategy
<b>CERD</b>	Convention for the Elimination of All Forms of Racial Discrimination
<b>CERT</b>	Computer Emergency Response Team
<b>CHOGM</b>	Commonwealth Heads of Government Meeting
<b>CIP</b>	Critical Infrastructure Protection
<b>CJD</b>	Civil Justice Division
<b>CLB</b>	Copyright Law Branch
<b>CLEICC</b>	Commonwealth Law Enforcement Intelligence Consultative Committee
<b>CND46</b>	46th meeting of United Nations Commission on Narcotic Drugs
<b>COAG</b>	Council of Australian Governments
<b>CPB</b>	Crime Prevention Branch
<b>CrimTrac</b>	Agency responsible for delivery and maintenance of national policing information services
<b>CrJD</b>	Criminal Justice Division
<b>CrLB</b>	Criminal Law Branch
<b>CSG</b>	Corporate Services Group
<b>CTC</b>	Competitive tendering and contracting
<b>CTFR</b>	Counter-terrorist first response
<b>DDA</b>	<i>Disability Discrimination Act 1992</i>
<b>DEST</b>	Department of Education, Science and Training
<b>DEWRSB</b>	Department of Employment, Workplace Relations and Small Business
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>DFDAT</b>	Defence Force Discipline Appeals Tribunal
<b>DIRKS</b>	Designing and implementing record keeping systems

<b>DNA</b>	Deoxyribonucleic Acid
<b>DPP</b>	Director of Public Prosecutions
<b>EDMS</b>	Electronic document management system
<b>EMA</b>	Emergency Management Australia
<b>EPBC Act</b>	<i>Environmental Protection and Biodiversity Conservation Act 1999</i>
<b>ESD</b>	Ecologically sustainable development
<b>FaCS</b>	Department of Family and Community Services
<b>FATF</b>	Financial Action Taskforce
<b>FCA</b>	Family Court of Australia
<b>FCWA</b>	Family Court of Western Australia
<b>Finance</b>	Department of Finance and Administration
<b>FLC</b>	Family Law Council
<b>FLLAD</b>	Family Law and Legal Assistance Division
<b>FMA Act</b>	<i>Financial Management and Accountability Act 1997</i>
<b>FMS</b>	Federal Magistrates Service
<b>FOI</b>	Freedom of information
<b>FRLI</b>	Federal Register of Legislative Instruments
<b>FRSP</b>	Family Relationships Service Program
<b>FTA</b>	Free Trade Agreement
<b>GATS</b>	General Agreement on Trade in Services
<b>GOLD</b>	Government On-Line Directory
<b>HOCOLEA</b>	Heads of Commonwealth Operational Law Enforcement Agencies
<b>HRC</b>	Human Rights Commissioner
<b>HREOC</b>	Human Rights and Equal Opportunity Commission
<b>HRH</b>	His Royal Highness
<b>IASTP</b>	Indonesia–Australia Specialised Training Project
<b>ICACSCP</b>	International Child Abduction, Child Support and Civil Procedure
<b>ICC</b>	International Criminal Court
<b>ICCPR</b>	International Covenant on Civil and Political Rights
<b>ICPC</b>	International Centre for the Prevention of Crime
<b>ICT</b>	Information and Communications Technology
<b>ICTY</b>	International War Crimes Tribunal for the Former Yugoslavia
<b>IGC</b>	Inter-governmental committee
<b>IKS</b>	Information and Knowledge Services Group

<b>ILSAC</b>	International Legal Services Advisory Council
<b>ILUA</b>	Indigenous Land Use Agreement
<b>IP</b>	Intellectual property
<b>IS</b>	Information services
<b>ISLD</b>	Information and Security Law Division
<b>IT</b>	Information technology
<b>ITEC</b>	Information Technology Executive Committee
<b>ITSA</b>	Insolvency and Trustee Service Australia
<b>I&amp;W</b>	Indicator and Warning
<b>JCPAA</b>	Joint Committee of Public Accounts and Audit
<b>JPDA</b>	Joint Petroleum Development Area
<b>JSCOT</b>	Joint Standing Committee on Treaties
<b>KM</b>	Knowledge management
<b>LAA</b>	<i>Land Acquisition Act 1993</i>
<b>LCA</b>	Law Council of Australia
<b>LID</b>	Legislative Instruments Database
<b>LMS</b>	Library Management System
<b>LSDs</b>	Legal Services Directions
<b>LSNTD</b>	Legal Services and Native Title Division
<b>MCAJ</b>	Ministerial Council on Administration of Justice
<b>MCCOC</b>	Model Criminal Code Officers Committee
<b>MCDS</b>	Ministerial Council on Drug Strategy
<b>MCEETYA</b>	Ministerial Council on Education, Employment, Training and Youth Affairs
<b>MP</b>	Member of Parliament
<b>MRT</b>	Migration Review Tribunal
<b>MSS</b>	Ministerial Support System
<b>NACLC</b>	National Association of Community Legal Centres
<b>NADRAC</b>	National Alternative Dispute Resolution Advisory Council
<b>NAJAC</b>	National Aboriginal Justice Advisory Committee
<b>NCA</b>	National Crime Authority
<b>NCHRE</b>	National Committee for Human Rights Education
<b>NCP</b>	National Crime Prevention
<b>NCTC</b>	National Counter-Terrorism Committee
<b>NEMCC</b>	National Emergency Management Coordination Centre
<b>NGO</b>	Non-government organisation
<b>NII</b>	National Information Infrastructure

<b>NIDS</b>	National Illicit Drugs Strategy
<b>NJCA</b>	National Judicial College of Australia
<b>NLA</b>	National Legal Aid
<b>NMVTRC</b>	National Motor Vehicle Theft Reduction Council
<b>NNTT</b>	National Native Title Tribunal
<b>NSW</b>	New South Wales
<b>NT</b>	Northern Territory
<b>NTA</b>	<i>Native Title Act 1993</i>
<b>NTCC</b>	Native Title Coordination Committee
<b>NTCF</b>	Native Title Consultative Forum
<b>NTD</b>	Native Title Division
<b>OATSIA</b>	Office of Aboriginal and Torres Strait Islander Affairs
<b>OECD</b>	Organisation for Economic Cooperation and Development
<b>OFLC</b>	Office of Film and Literature Classification
<b>OFPC</b>	Office of the Federal Privacy Commissioner
<b>OH&amp;S</b>	Occupational health and safety
<b>OIL</b>	Office of International Law
<b>OLD</b>	Office of Legislative Drafting
<b>OLSC</b>	Office of Legal Services Coordination
<b>OSCA</b>	Office of Strategic Crime Assessments
<b>OSI-SIG</b>	Open Source Information Special Interest Group
<b>PAES</b>	Portfolio Additional Estimates Statements
<b>PBS</b>	Portfolio Budget Statements
<b>PDR</b>	Primary dispute resolution
<b>PDS</b>	People Development Strategy
<b>PILOM</b>	Pacific Island Law Officers Meeting
<b>PM&amp;C</b>	Department of the Prime Minister and Cabinet
<b>PNG</b>	Papua New Guinea
<b>PSCC</b>	Protective Security Coordination Centre
<b>PSM</b>	<i>Commonwealth Protective Security Manual 2000</i>
<b>PSPC</b>	Protective Security Policy Committee
<b>QC</b>	Queen's Counsel
<b>QoN</b>	Question on Notice
<b>RCBCI</b>	Royal Commission into the Building and Construction Industry
<b>RDA</b>	<i>Racial Discrimination Act 1975</i>
<b>RIS</b>	Regulation Impact Statement

<b>SAC-PAV</b>	Standing Advisory Committee on Commonwealth–State Cooperation for Protection Against Violence
<b>SAFTA</b>	Singapore–Australia Free Trade Agreement
<b>SCAG</b>	Standing Committee of Attorneys-General
<b>SCALEplus</b>	Statutes, Cases Automated Legal Enquiry (with Internet access)
<b>SDA</b>	<i>Sex Discrimination Act 1984</i>
<b>Sep-11</b>	Terrorist attacks on the United States of America on 11 September 2001
<b>SELI</b>	Strengthening Economic Legal Infrastructure
<b>SES</b>	Senior Executive Service
<b>SLA</b>	Service Level Agreement
<b>SOE</b>	Standard Operating Environment
<b>TISN</b>	Trusted Information Sharing Network
<b>TMRO</b>	Trade Measures Review Officer
<b>TMRS</b>	Trade Measures Review Secretariat
<b>TRIM</b>	Total Records Information Management
<b>TTTPA</b>	Trans-Tasman Therapeutic Products Agency
<b>UN</b>	United Nations
<b>UK</b>	United Kingdom
<b>UNIDROIT</b>	An international institution for the unification of private law
<b>US</b>	United States (of America)
<b>USAR</b>	Urban Search and Rescue
<b>WAN</b>	Wide Area Network
<b>WIPO</b>	World Intellectual Property Organisation
<b>WTO</b>	World Trade Organisation

# COMPLIANCE INDEX

Under sub-section 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 in June 2003. 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 which are suggested be included on the basis of making the annual report as informative as possible.

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