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## Glossary

Accrual accounting	System of accounting whereby items are brought to account and included in the financial statements as they are earned or incurred, rather than as they are received or paid.
Additional Estimates	Where amounts appropriated at Budget time are insufficient, Parliament may appropriate more funds to portfolios through the Additional Estimates Acts.
Administered Items	Expenses, revenues, assets and liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases administered expenses fund the delivery of third party outputs.
Annual Appropriation	Two appropriation Bills are introduced into Parliament in May and comprise the Budget for the financial year beginning 1 July. Further Bills are introduced later in the financial year as part of the Additional Estimates. Parliamentary departments have their own appropriations.
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
Average Staffing Level(s) (ASL)	ASL is the average number of employees receiving salary/wages (or compensation in lieu of salary/wages) over a financial year, with adjustments for casual and part-time employees to show the full-time equivalent.
Consolidated Revenue Fund	Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (CRF). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF.
Departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in providing its outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services and most employee expenses, supplier costs and other administrative expenses incurred.

Effectiveness indicators	Measure the joint or independent contribution of outputs and administered items to the achievement of their specified outcome.
Efficiency indicators	Measure the adequacy of an agency's management of its outputs (and where applicable, administered items). Includes Price, Quality and Quantity indicators. The interrelationship between the three efficiency indicators of any one output should be considered when judging efficiency.
Expense	The total value of all of the resources consumed in producing goods and services or the loss of future economic benefits in the form of reductions in assets or increases in liabilities of an entity.
<i>Financial Management and Accountability (FMA) Act 1997</i>	The principal legislation governing the proper use and management of public money and public property, and other Commonwealth resources. FMA Regulations and FMA Orders are made pursuant to the Act.
Mutual Obligation	Unemployed job seekers who are supported financially by the community should actively seek work, constantly strive to improve their competitiveness in the labour market, and give something back to the community that supports them.
Net Annotated Appropriation (Section 31) Receipts	A form of appropriation which allows FMA agencies to retain certain money they receive from independent sources (eg. payments for services provided to third parties). These funds are often referred to as section 31 receipts, reflecting the agency's authority under section 31 of the FMA Act, to retain the receipts.
Outcomes	The Government's objectives in each portfolio area. Outcomes are desired results, impacts or consequences for the Australian community as influenced by the actions of the Australian Government. Actual outcomes are assessments of the end results or impacts actually achieved.

Output groups	A logical aggregation of agency outputs, where useful, and based on homogeneity, type of product, business line or beneficiary target group. Aggregation of outputs can be needed for the provision of adequate information for performance monitoring or based on a materiality test.
Outputs	The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs also include goods and services for other areas of government external to the agency.
Performance	The proficiency of an agency or authority in acquiring resources economically and using those resources efficiently and effectively in achieving planned outcomes.
Performance information	<p>Evidence about performance that is collected and used systematically. The evidence can relate to appropriateness, effectiveness and efficiency, or it can be about outcomes, factors that affect outcomes, and what can be done to improve them.</p> <p>Performance information may be quantitative (numerical) or qualitative (descriptive). It should be verifiable. The usefulness of performance information is enhanced by applying standards and other types of comparison (e.g. with past performance, other lines of business, or level of need before the intervention) which allow judgements to be made about the extent to which interventions are achieving desired results.</p>
Performance targets	Quantifiable performance levels or changes in level to be attained by a specific date. By enabling a direct judgment of performance, targets can clarify and simplify the process of performance monitoring.
Portfolio Budget Statements	Statements prepared by portfolios to explain the Budget appropriations in terms of planned government outcomes.
Price	One of the three key efficiency indicators. Refers to the amount the government or the community pays for the delivery of agreed outputs.

Quality	One of the three key efficiency indicators. Refers to the characteristics by which customers or stakeholders judge an organisation, product or service. Assessment of quality involves use of information gathered from interested parties to identify differences between users' expectations and experiences.
Quantity	One of the three key efficiency indicators. Examples are the size of an output, count or volume measures, and how many or how much.
Special Appropriations (including Standing Appropriations)	<p>An amount of money appropriated by a particular Act of Parliament for a specific purpose and number of years. For special appropriations, the authority to withdraw funds from the Consolidated Revenue Fund does not generally cease at the end of the financial year.</p> <p>Standing appropriations are a subcategory consisting of ongoing special appropriations; the amount appropriated will depend on circumstances specified in the legislation.</p>

## Acronyms

ABCC	Australian Building and Construction Commission
ABS	Australian Bureau of Statistics
ACCI	Australian Chamber of Commerce and Industry
ACROD	ACROD Ltd National Industry Association for Disability Services
ACTU	Australian Council of Trade Unions
ADF	Australian Defence Force
AMTIL	Australian Manufacturing Technology Institute Limited
ANAO	Australian National Audit Office
AO	Order of Australia
APS	Australian Public Service
ASCC	Australian Safety and Compensation Council
ASCI 33	Australian Communications Security Instructions no. 33
AUSTRAC	Australian Transaction Reports and Analysis Centre
AWA	Australian Workplace Agreement
BPA	Business Partnership Arrangement
CA	Certified Agreement
CDEP	Community Development Employment Projects (programme)
CD-ROM	Compact Disc-Read Only Memory
CEO	Chief Executive Officer
CLAIMS	Client Liaison and Information Management System
CWC	Community Work Coordinator
DEN	Disability Employment Network (previously DOES)
DEST	Department of Education, Science and Training

DEWR	Department of Employment and Workplace Relations
DIMA	Department of Immigration and Multicultural Affairs
DOES	Disability Open Employment Services (now Disability Employment Network)
DSP	Disability Support Pension
DVD	Digital Video Disk
EESS	Employee Entitlements Support Scheme
EMAD	Employers Making a Difference
EMS	Environmental Management System
ESD	ecologically sustainable development
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
FSC	Federal Safety Commissioner
GDP	Gross Domestic Product
GEERS	General Employee Entitlements and Redundancy Scheme
HR	human resources
HTML	hypertext mark-up language
IBM	International Business Machines
ICT	information and communication technology
IEP	Indigenous Employment Programme
ILO	International Labour Organization
ISBSG	International Software Benchmarking Standards Group
ISca	Intensive Support customised assistance
IT	information technology
ITIL	Information Technology Infrastructure Library

JCA	Job Capacity Assessment
JNS	Job Network services
JPET	Job Placement, Employment and Training (programme)
KPI	key performance indicator
LSL	Long Service Leave
MAA	Mature Age Allowance
MAGIC	Mature Aged Workers Giving in Care
NAIDOC	National Aboriginal and Islander Day Observance Committee
NDRC	National Disability Recruitment Coordinator
NEIS	New Enterprise Incentive Scheme
NOHSC	National Occupational Health and Safety Commission
NSA	Newstart Allowance
OEA	Office of the Employment Advocate
OECD	Organisation for Economic Co-operation and Development
OHS	occupational health and safety
OWS	Office of Workplace Services
PA	Partner Allowance
PDF	portable document format
POP	Personnel Operations Programme
PPP	Parenting Payment Partnered
PPS	Parenting Payment Single
PSP	Personal Support Programme
RTF	rich text format
SEESA	Special Employee Entitlements Scheme for Ansett Group Employees

SES	Senior Executive Service
SMS	short messaging service
STEP	Structured Training and Employment Projects
SWS	Supported Wage System
TAFE	technical and further education
VR	Vocational Rehabilitation
VWI	Volunteer Work Initiative
WA	Widow Allowance
WHO	World Health Organization
WM	Workplace Modifications
WSS	Wage Subsidy Scheme
YA(o)	Youth Allowance (other)

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