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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	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. 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.
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) 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. Standing appropriations are a subcategory consisting of ongoing special appropriations; the amount appropriated will depend on circumstances specified in the legislation.

Acronyms

AAO	Administrative Arrangements Order
ABS	Australian Bureau of Statistics
ACCI	Australian Chamber of Commerce and Industry
ACE	Association of Competitive Employment
ACROD	ACROD Ltd National Industry Association for Disability Services
ACTU	Australian Council of Trade Unions
ADF	Australian Defence Force
AFP	Australian Federal Police
AIIESEC	Association for International Exchange of Students in Economics and Commerce
AJS	Australian Job Search
ANZSCO	Australian and New Zealand Standard Classification of Occupations
AO	Order of Australia
APS	Australian Public Service
ASCC	Australian Safety and Compensation Council
ASCH	American Standard Code for Information Interchange
ASIC	Australian Securities and Investments Commission
ASL	Average Staffing Level(s)
ATSIS	Aboriginal and Torres Strait Islander Services
AUSTRAC	Australian Transaction Reports and Analysis Centre
AWA	Australian Workplace Agreement
AWT	Australians Working Together
BPA	Business Partnership Arrangement
CA	Certified Agreement
CAC Act	<i>Commonwealth Authorities and Companies Act 1997</i>
CDEP	Community Development Employment Projects (programme)
CD-ROM	Compact Disc-Read Only Memory
CEO	Chief Executive Officer
CWC	Community Work Coordinator
DEWR	Department of Employment and Workplace Relations
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs
DOES	Disability Open Employment Services
DSP	Disability Support Pension
EA3000	Employment Assistant 3000
E-code	construction online data entry application

EdEP	Education Entry Payment
EEP	Employment Entry Payment
EESS	Employee Entitlements Support Scheme
EMS	Environmental Management System
ESC3	third Employment Services Contract
ESD	ecologically sustainable development
ESO	employee share ownership
FaCS	Department of Family and Community Services
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
GDP	Gross Domestic Product
GEERS	General Employee Entitlements and Redundancy Scheme
HILDA	Household, Income and Labour Dynamics in Australia Survey
HR	human resources
HTML	hypertext mark-up language
IBM	International Business Machines
ICC	Indigenous Coordination Centre
ICT	information and communication technology
IEC	Indigenous Employment Centres
IEP	Indigenous Employment Programme
ILAC	International Labour Affairs Committee
ILO	International Labour Organization
ISBSG	International Software Benchmarking Standards Group
IT	information technology
JPET	Job Placement, Employment and Training (programme)
JSCI	Job Seeker Classification Instrument
KPI	Key performance indicator
LLN	Language, literacy and numeracy
LSL	Long Service Leave
MAA	Mature Age Allowance
Mob	Mobility Allowance
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
PA	Partner Allowance
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements
PDF	portable document format
PEO	Principal Executive Office
PES	Pensioner Education Supplement
POP	Personnel Operations Programme
PP	Parenting Payment
PPP	Parenting Payment (partnered)
PPS	Parenting Payment (single)
PSP	Personal Support Programme
RTF	rich text format
SA	Sickness Allowance
SafetyMAP	Safety Management Achievement Program
SEESA	Special Employee Entitlements Scheme for Ansett Group Employees
SES	Senior Executive Service
SMS	short messaging service
SRAs	Shared Responsibility Agreements
STEP	Structured Training and Employment Projects
SWS	Supported Wage System
TAFE	technical and further education
TRA	Trades Recognition Australia
VR	Vocational Rehabilitation
VWI	Volunteer Work Initiative
WA	Widow Allowance
WAD II	Workplace Agreements Database II
WfD	Work for the Dole
WM	Workplace Modifications
WR	Workplace Relations
WSS	Wage Subsidy Scheme
YA	Youth Allowance
YA(o)	Youth Allowance (other)

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