



Part 7: Reference material

Glossary

Abbreviations and
acronyms

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Glossary

Term	Meaning
accountable authority instructions	Instructions issued to manage the affairs of an entity to promote the efficient, effective, economical and ethical use of Commonwealth resources.
annual performance statements	Commonwealth entities report, through their annual performance statements, on the extent to which they have fulfilled the purposes they articulate at the beginning of a reporting year in their corporate plan. They must also report on performance criteria in the portfolio budget statements, portfolio additional estimates statements or other portfolio estimates statements.
appropriation	Public moneys the parliament authorises the Australian Government to withdraw from the consolidated revenue fund for a specified purpose.
AusTender	The central web-based facility for the publication of Australian Government procurement information, including business opportunities, annual procurement plans and procurement contracts awarded.
Australian Government Property Data Collection (PRODAC)	A central database on the office space leased or owned by the Australian Government. This information is used to help entities to identify better practices, progressively improve the management and use of office space, and inform whole-of-government property policy. PRODAC collects building, lease and cost information relating to office space leased or owned by the Australian Government. All non-corporate Commonwealth entities are in scope of PRODAC.
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 three forward financial years. It identifies the government's social and political priorities and how they will be achieved. The Budget is usually announced in May each year.
Budget Process Operational Rules	Standing rules endorsed annually by Cabinet that set out the major administrative and operational arrangements that underlie the management of the Australian Government budget process. The rules also identify the requirements that apply to all new policy proposals and other budget proposals, including those brought forward for consideration outside of the budget process.
carbon dioxide equivalent (CO ₂ -e)	One tonne of carbon dioxide equivalent would fill the average-sized three-bedroom house.
career starter	A person completing a Year 12 certificate or equivalent by the end of the relevant year, or who has completed a Year 12 certificate within the last 24 months.

Term	Meaning
Central Advertising System	Coordinated procurement arrangement that consolidates government advertising expenditure and buying power to secure optimal media discounts on Commonwealth-wide media rates.
central agencies	The Department of the Prime Minister and Cabinet, the Treasury and the Department of Finance.
Central Budget Management System	The IT system used to manage the flow of financial information between Finance and Commonwealth entities to facilitate cash and appropriations management, the preparation of budget documentation, and financial reporting.
<i>Charter of Budget Honesty Act 1998</i>	Provides a legislative framework for the conduct and reporting of fiscal policy, government decisions and Commonwealth financial statements. It aims to improve discipline, transparency and accountability in the conduct of fiscal policy.
COMCAR	An Australian Government agency that provides car-with-driver and other ground transport services to the Prime Minister, the Governor-General, members of parliament, judges and international guests of government.
Comcover	The Australian Government's self-managed general insurance fund.
co-mingled recycling	A process that allows for mixed recyclables to be disposed of in a single container. Recyclable materials include glass, plastic, metal and aluminium cans and containers.
Commonwealth government entity	A department of state of the Commonwealth; a department of the Parliament; an executive agency, or statutory agency, within the meaning of the <i>Public Service Act 1999</i> .
Commonwealth Grants Rules and Guidelines (CGRGs)	Establish the Commonwealth grants policy framework. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration. They apply to grants administration performed by ministers' accountable authorities, officials, as well as third parties who undertake grants administration on behalf of the Commonwealth.
Commonwealth Procurement Rules	Rules representing the government policy framework under which Commonwealth entities undertake their own procurement in line with both Australia's international obligations and good practice. They enable entities to design processes that are robust and transparent and instil confidence in the Australian Government's procurement.
Commonwealth Property Management Framework	Establishes the principles for the efficient, effective, economical and ethical use of property resources and applies to property leased or owned by non-corporate Commonwealth entities.
consolidated financial statements	Statements that present the whole-of-government financial results inclusive of all Australian Government-controlled bodies, including bodies outside the general government sector, such as Australia Post and the Reserve Bank of Australia.

Term	Meaning
Consolidated Revenue Fund	Consists of all revenues and moneys raised or received by the executive government of the Commonwealth. The fund is self-executing in nature, which means that all money received by the Commonwealth automatically forms part of the fund.
consultant	A person or organisation providing professional, independent and expert advice or services. Typically the term is used to describe the application of expert 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 an entity in management decision-making.
contestability	Competition in public sector functions to improve both efficiency and effectiveness in the delivery of government objectives.
corporate plan	<p>The primary planning document of a Commonwealth entity that sets out the objectives and strategies the entity intends to pursue in achieving its purposes over at least four reporting periods. A corporate plan explains:</p> <ul style="list-style-type: none"> • what an entity's purposes are • what it will do to achieve its purposes • how it will know that it has achieved its purposes.
costings or cost estimates	An assessment of the financial impact of a proposed policy change. Commonwealth entities are required to provide costings for any new policy proposals and seek Cabinet endorsement. Finance must agree to these costings before they can be incorporated in a submission for Cabinet.
enhanced Commonwealth performance framework	Meets the obligation under paragraph 5(b) of the <i>Public Governance, Performance and Accountability Act 2013</i> to establish a performance framework across Commonwealth entities. The framework aims to improve the line of sight between what was intended and what was delivered. Corporate plans (and portfolio budget statements) and annual reports (including annual performance statements) are the bookends of the performance framework.
enterprise agreement	An employment agreement made directly between an employer and employees.
Expenditure Review Committee of Cabinet	The ministerial committee responsible for examining all proposals against the government's overall fiscal strategy, advising Cabinet on budget spending priorities and initiating reviews of individual ongoing programs.

Term	Meaning
Final Budget Outcome	Encompasses Australian Government general government sector fiscal outcomes for the financial year and is based on external reporting standards. The <i>Charter of Budget Honesty Act 1998</i> requires that a Final Budget Outcome be released no later than three months after the end of the relevant financial year. The financial statements in the Final Budget Outcome are similar to those in the Budget but provide actual outcomes rather than estimates.
fiscal policy	The government's approach to taxation and spending, both of which can affect the economy.
fraud	Dishonestly obtaining a benefit, or causing a loss, by deception or other means. Accountable authorities of Commonwealth entities must take all reasonable measures to prevent, detect and deal with fraud in accordance with section 10 of the Public Governance, Performance and Accountability Rule 2014.
full-time equivalent (FTE)	The effective number of full-time employees in an entity, where an FTE of 1.0 is the equivalent of one full-time person. Part-time employees are converted to full-time equivalents.
Future Fund	A government fund established for accumulating assets to offset future Australian Government superannuation liabilities.
GovCMS	An open source web content management and hosting service developed to help agencies create modern, affordable and responsive websites, making it easier to collaborate and innovate. GovCMS helps reduce the technology and compliance burden on Commonwealth entities.
government business enterprise	A Commonwealth entity or Commonwealth company that is prescribed as a government business enterprise by the rules of the <i>Public Governance, Performance and Accountability Act 2013</i> .
GrantConnect	A single online point of discovery for information about all government grants. Individuals and organisations are able to register to receive notifications on grant opportunities relevant to them. Information on grant opportunities is presented to the public in a standard and consistent format.
Independent Communications Committee	Provides independent advice to accountable authorities of non-corporate Commonwealth entities proposing to conduct information and advertising campaigns where expenditure is expected to be \$250,000 or greater.
Independent Parliamentary Expenses Authority	Audits and reports on parliamentarians' work expenses. Provides advice to parliamentarians and their staff on travel and work-related expenses to support them in undertaking their duties, requiring that taxpayer funds be spent appropriately and in compliance with the relevant principles and regulations.

Term	Meaning
Indigenous Procurement Policy	<p>A mandatory procurement-connected policy to leverage the Commonwealth's annual multibillion dollar procurement spend to drive demand for Indigenous goods and services, stimulate Indigenous economic development and grow the Indigenous business sector.</p> <p>The policy has three main parts:</p> <ul style="list-style-type: none"> • a target number of contracts that need to be awarded to Indigenous businesses • a mandatory amount set aside for remote contracts and contracts valued between \$80,000 and \$200,000 • minimum Indigenous participation requirements in contracts valued at or above \$7.5 million in certain industries.
measure	A policy or decision of the government that affects revenues, expenses or capital.
Mid-Year Economic and Fiscal Outlook	Provides an update of the government's budget estimates by examining expenses and revenues in the year to date, as well as provisions for new decisions taken since the Budget to allow assessment of the government's fiscal performance against the fiscal strategy statement. The Treasurer is required to publicly release and table in parliament a Mid-Year Economic and Fiscal Outlook report by the end of January each year, or within six months after the Budget, whichever is later.
National Property Efficiency Program	<p>Capitalises on the Commonwealth's position as a major purchaser of leases and facilities management services in the Australian property market. The program is delivered through two key activities:</p> <ul style="list-style-type: none"> • absorbing entities' lease requirements, where feasible, into existing vacant office accommodation (Operation Tetris) • ensuring that leases and other property services are delivered through coordinated procurements that will maximise the Commonwealth's substantial purchasing power.
non-ongoing staff member	A person engaged as an employee under paragraph 22(2)(b) or (c) of the <i>Public Service Act 1999</i> .
ongoing staff member	A person engaged as an ongoing employee under paragraph 22(2)(a) of the <i>Public Service Act 1999</i> .
Operation Tetris	Requires Commonwealth entities to fill vacant leased office space in the Australian Capital Territory rather than to enter into new leases or to renew expiring leases.
outcome	A government objective in a portfolio area. Outcomes are desired results, impacts or consequences for the Australian community influenced by the actions of the Australian Government. Actual outcomes are the results or impacts actually achieved.

Term	Meaning
performance information	Evidence about performance that is collected and used systematically. It relates to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention.
Portfolio Budget Statements	Statements that inform parliamentarians and the public of the proposed allocation of resources to government outcomes. They also assist the Senate standing committees with their examination of the government's Budget. Portfolio budget statements are tabled in parliament on Budget night and published as Budget-related papers.
procurement	Encompasses the whole process of acquiring goods and services. The process begins when a need is identified and a decision made on the acquisition requirements. It continues through to risk assessment, awarding of a contract, delivery of and payment for the goods and services and, where relevant, the ongoing management of the contract and consideration of disposal.
program	Actions taken by the government to deliver stated outcomes.
Public Service Modernisation Fund	Identifies and recommends transformation initiatives across government for investment through the Modernisation Fund announced in the 2017–18 Budget, which provided \$500 million of projected savings to be reinvested in reforms 'such as automation of public services and business re-engineering'.
purpose	In the context of the <i>Public Governance, Performance and Accountability Act 2013</i> , purposes include the objectives, functions or role of a Commonwealth entity. Finance's purposes are described in the Corporate Plan 2017–18.
red tape	A colloquial term for unnecessary regulation.
resource management framework	Governs how the Commonwealth public sector uses and manages public resources. The <i>Public Governance, Performance and Accountability Act 2013</i> is the cornerstone of the framework.
risk management	The systematic application of policies, procedures and practices to clearly identify, analyse, evaluate, treat and monitor risks associated with identified opportunities. Risk is broadly defined as the effect of uncertainty on objectives or the impacts of unforeseen events or undesirable outcomes.

Term	Meaning
rule	<p>In the context of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act), a legislative instrument made by the Finance Minister under sections 101 to 105 of the PGPA Act prescribing matters:</p> <ul style="list-style-type: none"> • required or permitted by the PGPA Act, or • necessary or convenient to be prescribed for carrying out or giving effect to the PGPA Act. <p>The Public Governance, Performance and Accountability Rule 2014 supports the operation of the PGPA Act.</p>
Service Delivery Office	<p>Provides corporate transaction services to other Australian Government agencies. The office is one of six hubs under the Shared Services Program (see below).</p>
Shared Services Program	<p>A whole-of-government initiative that is transforming the way the public service operates by consolidating and standardising the delivery of corporate services through designated shared services hubs.</p>
transformation	<p>Embedding a culture of continuous improvement in Finance to anticipate and respond to change, identify opportunities to do things better, build our capabilities and invest in our relationships.</p>
Transformation Program	<p>Aims to help public sector entities deliver their services more efficiently, through policies and frameworks and more connected ways of working. Finance has a lead role in the program and works collaboratively with entities on:</p> <ul style="list-style-type: none"> • the size, efficiency and connectedness of government, including through common approaches, processes and systems • assisting entities to implement projects/programs, including work to streamline our processes and impact on entities.

Abbreviations and acronyms

ABS	Australian Bureau of Statistics
AFM	Advance to the Finance Minister
ANAO	Australian National Audit Office
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
CBMS	Central Budget Management System
CBMS-R	redeveloped Central Budget Management System
CSC	Commonwealth Superannuation Corporation
EL	executive level
FBO	Final Budget Outcome
Finance	Department of Finance
FTE	full-time equivalent
GBE	government business enterprise
GST	goods and services tax
ICT	information and communications technology
IT	information technology
JCPAA	Joint Committee of Public Accounts and Audit
LGBTI	lesbian, gay, bisexual, transgender and intersex
LPG	liquefied petroleum gas
MOP(S) Act	<i>Members of Parliament (Staff) Act 1984</i>
MYEFO	Mid-Year Economic and Fiscal Outlook
NAIDOC	National Aborigines and Islanders Day Observance Committee
NBN	National Broadband Network
OECD	Organisation for Economic Co-operation and Development
PBS	Pharmaceutical Benefits Scheme
PCSS	Parliamentary Contributory Superannuation Scheme
PEMS	Parliamentary Expenses Management System
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
SDO	Service Delivery Office
SES	Senior Executive Service
SME	Small to medium-sized enterprise
WHS	work health and safety
WHS Act	<i>Work Health and Safety Act 2011</i>

List of requirements

This list of annual report requirements is prepared in accordance with paragraph 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014. Page references for Finance's compliance with these requirements are provided in the right-hand column of the table.

Description	Requirement	Page
Letter of transmittal	Mandatory	Front
Aids to access		
Table of contents	Mandatory	Front
Alphabetical index	Mandatory	196
List of abbreviations and acronyms	Mandatory	191
Details of contact officer	Mandatory	Front
Department's website address	Mandatory	Front
Electronic address of report	Mandatory	Front
Review by accountable authority		
Review by departmental Secretary	Mandatory	vii
Overview of the department		
Role and functions	Mandatory	4
Organisational structure	Mandatory	10
Outcomes and program structure	Mandatory	6
Purposes as included in the corporate plan	Mandatory	4
Portfolio structure	Mandatory	3
Details of variations and reasons for changes to outcomes and programs from Portfolio Budget Statements, Portfolio Additional Estimates Statements and other portfolio estimates statements.	If applicable, mandatory	N/A
Report on performance of the entity		
Annual performance statements		
Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and Section 16F of the PGPA Rule.	Mandatory	29
Report on financial performance		
Discussion and analysis of the department's financial performance.	Mandatory	56
Department's resource statement and total payments.	Mandatory	166
Significant changes in financial results during or after the previous or current reporting period, discussion and details.	If applicable, mandatory	N/A
Management and accountability		
Corporate governance		
Information on compliance with section 10 of the PGPA Rule (fraud systems).	Mandatory	63

Description	Requirement	Page
Certification by the Secretary that: <ul style="list-style-type: none"> • fraud risk assessments and fraud control plans have been prepared • appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place • all reasonable measures have been taken to deal appropriately with fraud relating to the department. 	Mandatory	Front (see letter of transmittal)
Outline of structures and processes in place for the department to implement principles and objectives of corporate governance.	Mandatory	58
Statement of significant issues reported to the minister under paragraph 19(1)(e) of the PGPA Act that relates to noncompliance with finance law and action taken to remedy noncompliance.	If applicable, mandatory	64
External scrutiny		
Significant developments in external scrutiny and the department's response to the scrutiny.	Mandatory	64
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the department.	If applicable, mandatory	64
Reports on operations of the department by the Auditor-General (other than report under section 43 of the PGPA Act), a Parliamentary Committee, or Commonwealth Ombudsman.	If applicable, mandatory	66
Capability reviews on the department during the reporting period.	If applicable, mandatory	N/A
Management of human resources		
Assessment of the department's effectiveness in managing and developing employees to achieve departmental objectives.	Mandatory	77
Statistics on the department's APS employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> • staffing classification level • full-time employees • part-time employees • gender • staff location • employees who identify as Indigenous. 	Mandatory	83
Enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory	85
Number of SES and non-SES employees covered by the above arrangements.	Mandatory	85

Description	Requirement	Page
Salary arrangements available for APS employees by classification level.	Mandatory	85
Non-salary benefits provided to employees.	Mandatory	86
Number of employees at each classification level who received performance payments.	If applicable, mandatory	N/A
Aggregate amounts of performance pay at each classification level.	If applicable, mandatory	N/A
Average amount of performance pay, and range of such payments, at each classification level.	If applicable, mandatory	N/A
Aggregate amount of performance payments.	If applicable, mandatory	N/A
Asset management		
Assessment of effectiveness of asset management where asset management is a significant part of the department's activities.	If applicable, mandatory	69
Purchasing		
Assessment of the department's performance against the Commonwealth Procurement Rules.	Mandatory	69
Consultants		
Summary statement detailing the number of new contracts engaging consultants entered into during the reporting period; the total actual expenditure on all new consultancy contracts entered into during the reporting period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on the ongoing consultancy contracts (inclusive of GST).	Mandatory	70
Summary statement regarding the engagement of consultants in the format specified at paragraph 17AG(7)(b) of the PGPA Rule.	Mandatory	70
Summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	70
Statement regarding actual expenditure on contracts for consultancies in the format specified at paragraph 17AG(7)(d) of the PGPA Rule.		71
Australian National Audit Office access clauses		
If the department entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises—the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory	70

Description	Requirement	Page
Exempt contracts		
If the department entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act—a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory	70
Small business		
Summary statement detailing procurement initiatives supporting small business using the text specified at paragraph 17AG(10)(a) of the PGPA Rule.	Mandatory	70
Outline of procurement activities to support small and medium enterprises.	Mandatory	70
If the entity is considered by the Minister for Finance as 'material in nature'—a statement must be included using the text as specified at subparagraph 17AG(10)(c) of the PGPA Rule.	If applicable, mandatory	70
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Statement confirming that no advertising campaigns were conducted for the reporting period, as specified at subparagraph 17AH(1)(b)(ii) of the PGPA rule	If applicable, mandatory	175
Statement providing information on grants awarded for the reporting period, as specified at paragraph 17AH(1)(b) of the PGPA Rule.	If applicable, mandatory	175
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Website address where the department's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	175
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