

Other information

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Glossary of terms

10B & 10BA tax concessions	Under the provisions of Division 10BA of the Income Tax Assessment Act 1936, Australian resident taxpayers are generally able to claim a deduction for 100 per cent of monies invested in certain production costs of certain film and television programs. Alternatively, the Australian resident taxpayer may elect to claim a two year write off for certain capital expenditure incurred under Division 10B of the same Act.
Accrual accounting	System of accounting where 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.
Accrual budget	A comprehensive budget incorporating assets, liabilities and revenues, as well as cash receipts and expenditures.
Activity	What an agency does to convert inputs into outputs.
Administered items	Expenses, revenues, assets or 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.
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
Agency	Agencies are departments of state, departments of parliament and 'prescribed agencies' for the purposes of the Financial Management and Accountability Act 1997.
Annual report	One of the major accountability documents presented to Parliament. It provides a broad statement of agency or authority capability and performance. It allows chief executives to account to their minister for the efficiency and effectiveness of the administration for which the minister is ultimately responsible.
Annual appropriation	Two appropriation Bills are introduced into Parliament in May and comprise the Budget. Further Bills are introduced later in the financial year as part of the additional estimates. Parliamentary departments have their own appropriations.
APS employee	A person engaged under section 22 or a person who is engaged as an APS employee under section 72 of the Public Service Act 1999.
Assets	Future economic benefits controlled by an entity as a result of past transactions or other past events.

Australian Workplace Agreements	An Australian Workplace Agreement (AWA) is a formalised individual contract that is registered by the Office of the Employment Advocate.
Average staffing level	The average number of employees receiving salary or wages over the financial year, with adjustments for casual and part-time employees to show the full-time equivalent.
Business angels	Individuals who invest capital in and bring management expertise to new enterprises with growth potential.
Certified agreement	A certified agreement is a written agreement about working conditions and wages made between an employer and its employees that is approved and certified by an industrial tribunal.
Chief Executive Instructions	Instructions issued by the Secretary of the Department for the administration of the Department. These instructions are issued under the authority of the <i>Financial Management and Accountability Act 1997</i> , s52.
Competitive tendering and contracting (CTC)	The process of contracting out the delivery of government activities previously performed by an Australian Government agency to another organisation.
Competitive tendering	The process by which agencies call for offers to perform a service from internal and external bodies, including the private sector and other departments and agencies, in an open and transparent competitive environment.
Consultancy services	Consultancy services are one particular type of service delivered under a contract for services. They are distinguished from other contracts for services 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.
Corporate governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
Depreciation	An expense recognised systematically for the purpose of allocating the cost of a non-current asset over its useful life.
Departmental items	Resources directly controlled by agencies, including salaries and allowances.
Deprival asset valuation	Values non-financial assets according to the current cost of their replacement.
Educational Lending Right	The Educational Lending Right program provides payments to eligible Australian creators (authors, editors, illustrators, translators, and compilers) and publishers whose books are held in educational lending libraries.

Glossary of terms

Effectiveness indicators	Indicators to assess the degree of success in achieving outcomes. They are likely to relate to intermediate outcomes below the planned outcomes specified at Budget level.
Equity or Net assets	Residual interest in the assets of an entity after deduction of its liabilities.
e-research	The term used to describe new, very large scale research projects which are being made possible through recent developments in communications technology.
Expense	Total value of all of the resources consumed in producing goods and services.
Financial results	The results shown in the financial statements of an agency.
First-mile connection	The telecommunications connection between the premises of a user organisation and the core backbone network. This is also often referred to as the 'last-mile' connection.
Inputs	Resources in the form of people, materials, energy, facilities and funds that an agency uses in activities to produce outputs.
Information economy	The term adopted by the Australian Government to describe the transformation of economic and social activities through the application of information and communication technology.
Internal auditing	Internal auditing is an independent appraisal function established within an organisation to examine and evaluate its activities as a service to the organisation.
Liabilities	Future sacrifices of economic benefits that an entity is presently obliged to make to other entities as a result of past transactions or other past events.
Non-ongoing APS employee	An APS employee who is not an ongoing APS employee.
Ongoing APS employee	A person engaged as an ongoing APS employee as mentioned in paragraph 22(2)(a) of the <i>Public Service Act 1999</i> .
Operations	Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.
Outcomes	The results, impacts or consequences of actions by the Commonwealth on the Australian community. Planned outcomes are the results or impacts that the Government wishes to achieve. Actual outcomes are the results or impacts actually achieved.
Outputs	The goods and services an agency produces to contribute to the achievement of an outcome.
Performance measures	Performance measures relate to outcomes, outputs, third party outputs and administered items.

Portfolio additional estimates statements	Similar to the portfolio budget statements and prepared at additional estimates time to support an update on the Government's original annual budget for the department.
Portfolio budget statements	A document presented by the Minister to Parliament to inform the Parliament of the basis for the department's budget appropriations in support of the provisions in Appropriation Bills 1 and 2.
Public Lending Right	The Public Lending Right program provides payments to eligible Australian creators (authors, editors, illustrators, translators, and compilers) and publishers whose books are held in public lending libraries.
Purchaser/provider arrangements	Arrangements under which the outputs of one agency are purchased by another agency to contribute to outcomes.
Risk management	The culture, frameworks and structures that are directed towards the effective management of potential opportunities and adverse effects.
Service charters	A service charter is a public statement about the service that a department or agency will provide and what customers can expect from the department.
Special appropriations	Moneys appropriated by Parliament in an Act separate to an annual Appropriation Act, where the payment is for a specified amount.
Terabyte	one million million (1012) bytes
Teletypewriter (TTY)	a text-based telecommunications device used by people who cannot use a voice telephone.

Glossary of acronyms

ASDL	asymmetric digital subscriber line	DCITA	Department of Communications, Information Technology and the Arts
ABA	Australian Broadcasting Authority	DFAT	Department of Foreign Affairs and Trade
ABC	Australian Broadcasting Corporation	DIMIA	Department of Immigration, Multicultural and Indigenous Affairs
ACA	Australian Communications Authority	DoFA	Department of Finance and Administration
ACCC	Australian Competition and Consumer Commission	DSA	Deaf Sports Australia
ACT	Australian Capital Territory	DSTO	Defence Science and Technology Organisation
AEIRFRS	australian equivalents to international financial reporting standards	EDGAR	energy data gathering and reporting
AGIMO	Australian Government Information Management Organisation	EEO	equal employment opportunity
AIIA	Australian Information Industry Association	EL1	executive level 1
ANAO	Australian National Audit Office	EL2	executive level 2
APEC	Asia–Pacific Economic Cooperation	ELR	education lending right
APS	Australian Public Service	EMG	Executive Management Group
APT	Asia-Pacific Telecommunity	ERASS	exercise, recreation and sport survey
ATO	Australian Taxation Office	FM	frequency modulation
ATSIC	Aboriginal and Torres Strait Islander Commission	FMAA	Financial Management and Accountability Act
ATSIS	Aboriginal and Torres Strait Islander Services	GST	goods and services tax
auDA	.au Domain Administration	HiBIS	Higher Bandwidth Incentive Scheme
AWA	Australian Workplace Agreement	HRMC	Human Resources Management Committee
BITS	Building on IT Strengths	ICC	Indigenous coordination centres
CBF	Community Broadcasting Foundation	ICT	information and communications technology
CDMA	code division multiple access	IP	intellectual property
CeNTIE	Centre for Network Technologies for the Information Economy	ISDN	integrated services digital network
Comtechport	Commonwealth Technology Portal	IT	information technology
CPSU	Community and Public Sector Union	ITOL	Information Technology Online
CSIRO	Commonwealth Scientific and Industrial Research Organisation	ITU	International Telecommunication Union

M2005	Melbourne 2005 Deaflympic Games	TTY	telephone typewriter
M2006	Melbourne 2006 Commonwealth Games	UK	United Kingdom
NICTA	National ICT Australia	UNESCO	United Nations Education, Scientific and Cultural Organisation
NIDA	National Institute of the Dramatic Arts	USO	universal service obligation
NOIE	National Office for the Information Economy	VIC	Victoria
NRS	National Relay Service	VoIP	voice over Internet protocol
NSW	New South Wales	WA	Western Australia
NT	Northern Territory		
OECD	Organisation for Economic Co-operation and Development		
OPA	Official Public Account		
OPH	Old Parliament House		
PAES	portfolio additional estimates statements		
PBS	portfolio budget statements		
PY Media	Pitjantjatjara Yankunytjatjara Media Organisation		
QLD	Queensland		
ROCO	Register of Cultural Organisations		
RTIA	Regional Telecommunication Infrastructure Accounts		
SA	South Australia		
SAP	Systemanalyse und Programmentwicklung (German acronym for a financial management system)		
SBS	Special Broadcasting Service		
SCADA	supervisory control and data acquisition		
SES	senior executive service		
TAPRIC	Telecommunications Action Plan for Remote Indigenous Communities		
TAS	Tasmania		
TD	Teachta Dala (Member of the Dail)		

Corrections to the 2003–04 Annual Report

Consultants

The section on consultants on page 180 of the Department’s annual report for 2003–04 incorrectly referred to the total number of consultancy contracts let during the reporting period as a total of 158 consultancy contracts incurring a total expenditure for the year of \$7 255 324. This should have read: ‘a total of 159 consultancy contracts incurring a total expenditure for the year of \$7 373 324’.

Appendix 3: Staffing statistics

An error in relation to the table 4.6 Salary range of employees occurred in the 2003–04 Annual Report in relation to the EL 2, APS 4 and APS 2 levels for the salary ranges set under the certified agreement (see page 195 of the 2003–04 report). The correct figures are:

Figure 4.6 Salary range of employees

Classification	Certified agreement	
	Salary range \$	
	Lowest	Highest
EL2	74 772	92 841
APS4	43 403	46 907
APS2	34 048	37 739

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