

06

Other information



Glossary of terms

10B & 10BA tax concessions	<p>Under the provisions of Division 10BA of the <i>Income Tax Assessment Act 1936</i>, 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.</p> <p>Since the concessional tax treatment provided under Division 10BA is restricted to Australian tax residents, it will generally not be available where investment in the production of an Australian film is conducted through an Australian branch arrangement. However, since the concession provided by Division 10B extends to non-residents, more flexibility may be available in structuring the film operations.</p>
Accrual accounting	<p>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.</p>
Accrual budget	<p>A comprehensive budget incorporating assets, liabilities and revenues, as well as cash receipts and expenditures. Thus an accrual budget is an extension of the cash budget, focussing on all the resource implications of the strategic and operational plan.</p>
Activity	<p>What an agency does to convert inputs into outputs.</p>
Administered items	<p>Expenses, revenues, assets or liabilities managed by agencies on behalf of the Australian Government. 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.</p>
Additional estimates	<p>Where amounts appropriated at Budget time are insufficient, Parliament may appropriate more funds to portfolios through the Additional Estimates Acts.</p>
Additional estimates	<p>A government process through which the expenditure and performance plans outlined in the Portfolio Budget Statements are revised. This normally occurs around the middle of the financial year.</p>

Agency	Agencies are departments of state, departments of parliament and 'prescribed agencies' for the purposes of the <i>Financial Management and Accountability Act 1997</i> . Where the term is used generally in this document, it is meant to refer to departments, agencies, authorities and non-commercial companies.
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.
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
APS employee	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> .
Assets	Future economic benefits controlled by an entity as a result of past transactions or other past events.
Australian Workplace Agreements	<p>An Australian Workplace Agreement (AWA) is a formalised individual contract that is registered by the Office of the Employment Advocate.</p> <p>Federal provisions for AWAs were introduced by the Howard Government in new measures enacted in late 1996 and early 1997. An AWA is a confidential agreement between an employer and individual employee. A trade union can act as a bargaining agent for an employee but cannot be a party to an AWA. Even though part of the federal system, AWAs can override the provisions of state awards as well as federal awards.</p>
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. Business angels provide equity capital funding to start-up and early stage high-technology companies, as well as managerial expertise.

Capital-use charge	<p>The capital-use charge is a dividend requirement levied on Commonwealth General Government sector agencies and authorities. The capital-use charge payment is based on those agencies and authorities departmental new assets at financial year end. Funding for the capital-use charge is included in agencies and authorities departmental price of outputs appropriation.</p>
Certified agreement	<p>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. Employees can be represented by trade unions but this is not mandatory. Certified agreements are made available by the federal <i>Workplace Relations Act 1996</i> (Pt VIB), as well as by the <i>Queensland Industrial Relations Act 1999</i>.</p>
Chief Executive Instructions	<p>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>, and carry the force of the law.</p>
Competitive tendering	<p>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.</p>
Competitive tendering and contracting (CTC)	<p>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.</p>
Consultancy services	<p>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. Typically, the term consultancy services is used to describe 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.</p> <p>A consultancy contract will typically define the nature and purpose of the task to be performed but not (in any detail) the manner in which the task is to be performed. By contrast, other (non-consultancy) contracts for services will typically be far more restrictive in the degree of latitude afforded to the contractor.</p>

Corporate governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
Departmental items	Resources directly controlled by agencies, including salaries and allowances. Such resources are used to produce outputs on behalf of government, including outsourced activities funded and controlled by the agency.
Depreciation	An expense recognised systematically for the purpose of allocating the cost of a non-current asset over its useful life.
Deprival asset valuation	Values non-financial assets according to the current cost of their replacement. That is, non-financial assets are valued at the lowest cost of replacing the gross 'service potential' of those assets.
Discretionary grants	Payments where the portfolio minister and paying agency has discretion in determining whether or not a particular applicant receives funding and may or may not impose conditions in return for the grant.
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.
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	e-Research is the term used to describe new, 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 'information economy' is the term adopted by the Australian Government to describe the transformation of economic and social activities through the application of ICT. An information economy is one where information, knowledge and education are major inputs to business, social and community activities.
Internal auditing	Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
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. They are used when there is a direct causal link between an intervention and a measurable change in performance.
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. The statements summarise the department budget and provide detail of outcome performance forecasts and resources in order to justify expenditure.

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.
Quality	Relates to the characteristics by which customers or stakeholders judge an organisation, product or service. Assessment of quality involves the use of information gathered from interested parties to identify differences between user's expectations and experiences.
Risk management	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.
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. Special appropriations are not subject to Parliament's annual budget control, unlike the annual appropriations.
Sub-outputs	Sub-outputs identify components that together form an output.
Teletypewriter (TTY)	A TTY is a text-based telecommunications device used by people who are deaf, or have a hearing or speech impairment, and who cannot use a voice telephone.
Third party outputs	Goods or services delivered to the community by entities outside the Commonwealth General Government Sector. They are outputs wholly or partly funded by administered items and are directed to achieving planned outcomes.

Glossary of acronyms

3G	Third-generation technology	ANAM	Australian National Academy of Music
AbaF	Australia Business Arts Foundation	ANAO	Australian National Audit Office
ABC	Australian Broadcasting Corporation	ANMM	Australian National Maritime Museum
ABS	Australian Ballet School	ANU	Australian National University
ABS	Australian Bureau of Statistics	APEC	Asia–Pacific Economic Cooperation
AC	Companion of the Order of Australia	APPU	Asian–Pacific Postal Union
ACCC	Australian Competition and Consumer Commission	APS	Australian Public Service
ACE	Australian Communication Exchange	APSC	Australian Public Service Commission
ACIF	Australian Communications Industry Forum	APT	Asia–Pacific Telecommunity
ACMA	Australian Communications and Media Authority	AREN	Australian Research and Education Network
ACOSS	Australian Council of Social Service	AARNet	Australia's Academic and Research Network
ACT	Australian Capital Territory	ASC	Australian Sports Commission
ACTF	Australian Children's Television Foundation	ASADA	Australian Sports Anti-Doping Authority
ADRP	Anti-Doping Research Program	ASF	Australian Sports Foundation
ADSL	asymmetric digital subscriber line	ASI	Australian Sport International
AE	additional estimates	ASPA	Australian Ski Patrol Association
AFC	Australian Film Commission	ATAC	Australian Telework Advisory Committee
AFTRS	Australian Film, Television and Radio School	ATO	Australian Taxation Office
AGD	Attorney-General's Department	auDA	.au Domain Administration
AIA	Art Indemnity Australia	AUSFTA	Australia United States Free Trade Agreement
AICC	Australian International Cultural Council	AWA	Australian Workplace Agreement
AIIA	Australian Information Industry Association	AYO	Australian Youth Orchestra
AIS	Australian Institute of Sport	BA	Broadcast Australia
AM	Member of the Order of Australia	BAG	Broadband Advisory Group
		BARN	Building Additional Rural Networks

BDF	Business Development Fund	Comtechport	Commonwealth Technology Portal
BDSL	Business grade digital subscriber line	COO	Chief operating officer
BIA	Backing Indigenous Ability	CPD	continuing professional development
BITS	Building on IT Strengths	CPDP	Community Phones Demonstration Program
BSA	<i>Broadcasting Services Act 1992</i>	CPI	consumer price index
CAC	Consumer Advisory Council	CPG	Commonwealth Procurement Guidelines
CPD	continuous professional development	CPP	community phones program
CAN	Collections Australia Network	CPSU	Community and Public Sector Union
CCA	Collections Council of Australia	CRC	cooperative research Centre
CCA	Commonwealth Copyright Administration	CSG	customer service guarantee
CCIF	Coordinated Communications Infrastructure Fund	CRBP	Commercial Radio Blackspots Program
CCNR	Centre for Community Networking Research	CRC	Cooperative Research Centre
CBF	Community Broadcasting Foundation	CSG	Customer Service Guarantee
CDMA	code division multiple access	CSIRO	Commonwealth Scientific and Industrial Research Organisation
CDS	Commonwealth Disability Strategy	DAB	Disability Advisory Board
CEI	Chief Executive Instruction	DABP	Demand Aggregation Broker Program
CEO	chief executive officer	DBA	Digital Broadcasting Australia
CeNTIE	Centre for Networking Technologies for the Information Economy	DCITA	Department of Communications, Information Technology and the Arts
CFO	chief financial officer	DDSO	digital data service obligation
CGM	chief general manager	DNC	distributed national collection
CGP	Cultural Gifts Program	DNS	domain name system
CICS	Creative Industries Cluster Study	DRCS	digital radio concentrator system
CISA	Community Information Strategies Australia	DSA	Deaf Sports Australia
CMC	Cultural Ministers Council	EAP	employee assistance provider
CMC SC	Cultural Ministers Council Standing Committee	EDGAR	energy data gathering and reporting
CMC	Cultural Ministers Council	EEO	equal employment opportunity
SWG	Statistics Working Group	EITAAP	Elite Indigenous Travel and Accommodation Assistance Program

EL1	Executive Level 1	GSAC	Geraldton Sporting Aboriginal Corporation
EL2	Executive Level 2	GSM	global systems for mobiles
ELR	Education Lending Right	GWIP	Government wide-band Internet protocol
email	electronic mail	HiBIS	Higher Bandwidth Incentive Scheme
EMG	Executive Management Group	HR	human resources
EMS	environmental management system	HRH	Her Royal Highness
EOI	expression of interest	HRM	human resource management
EPC	Electronic Product Code	HRMC	Human Resources Management Committee
EPO	Erythropoietin	HSR	Health and safety representative
ERASS	exercise, recreation and sport survey	ICANN	International Corporation for the Assignment of Domain Names and Numbers
ESCG	Electronic Security Coordination Group	ICC	Indigenous Coordination Centres
eSTG	e-Security Task Group	ICCP	Committee for Information, Computer and Communications Policy
FACS	Foreign Actors Certification Scheme	ICON	Inter-government Communications Network
FAL	Film Australia Limited	ICT	information and communications technology
FFC	Film Finance Corporation Australia Ltd	IIA	Internet Industry Association
FLIC	Film Licensed Investment Company	IKED	International Organisation for Knowledge Economy and Enterprise Development
FM	frequency modulation	IMC	Information Management Committee
FMA	financial management and accountability	IP	intellectual property
FMIS	financial management information system	ISDN	integrated services digital network
FOI	freedom of information	ISP	Internet service provider
FTA	free trade agreement	ISRP	Indigenous Sport and Recreation Program
GAA	graduate administrative assistant	IT	information technology
GAC	Governmental Advisory Committee	ITOL	Information Technology Online
GBE	government business enterprise		
gbps	gigabits per second		
GDP	gross domestic product		
GHz	gigahertz		
GM	general manager		

ITSEAG	Information Technology Security Advisory Group	NT	Northern Territory
ITU	International Telecommunication Union	NTN	National Transmission Network
Kbps	kilobits per second	NZ	New Zealand
KPI	key performance indicator	OBE	Officer of the Order of the British Empire
LAN	local area network	OCC	Online Communications Council
LBP	Launceston Broadband Project	OECD	Organisation for Economic Co-operation and Development
LGF	Local Government Fund	OH&S	occupational health and safety
M2006	Melbourne 2006 Commonwealth Games	OPH	Old Parliament House
MAC	Ministerial Advisory Council	PAES	portfolio additional estimates statements
MACC	Media and Communications Council	PBS	portfolio budget statements
Mbps	Megabit per second	PhD	Doctor of Philosophy
MHz	megahertz	PLR	Public Lending Right
MOU	memorandum of understanding	PWD	people with a disability
MP	member of Parliament	QC	Queens Council
NAA	National Archives of Australia	QLD	Queensland
NBSIG	National Broadband Strategy Implementation Group	RAA	Regional Arts Australia
NCF	National Communications Fund	RACS	Regional Arts and Culture Support
NICTA	National ICT Australia	RAF	Regional Arts Fund
NIDA	National Institute of Dramatic Art	RBBS	regional broadband services
NLA	National Library of Australia	REP	Regional Equalisation Plan
NMA	National Museum of Australia	RFID	Radio Frequency Identification
NNIC	National Non-profit ICT Coalition	RICP	Return of Indigenous Cultural Property Program
NOIE	National Office for the Information Economy	RLSSA	Royal Life Saving Society Australia
NPG	National Portrait Gallery	RMIT	Royal Melbourne Institute of Technology
NRS	National Relay Service	ROCO	Register of Cultural Organisations
NSC	National Security Committee	RPH	Radio Print Handicap
NSW	New South Wales	RTI	Regional Telecommunications Inquiry

RTIRC	Regional Telecommunications Independent Review Committee	UN/CEFACT	United Nations Centre for Trade Facilitation and Electronic Business
SA	South Australia	UNESCO	United Nations Education, Scientific and Cultural Organisation
SBS	Special Broadcasting Service	UPU	Universal Postal Union
SCADA	Supervisory control and data acquisition	US	United States of America
SDDSO	special digital data service obligation	USA	United States of America
SES	senior executive service	USL	universal service levy
SIA	Sport Industry Australia	USO	universal service obligation
SILG	Strategic Industry Leaders Group for the Digital Content Industry Action Agenda	VIC	Victoria
SLSA	Surf Life Saving Australia	ViCCU™	Virtual Critical Care Unit
SME	small to medium enterprise	VOIP	voice over Internet protocol
SMS	short messaging service	WA	Western Australia
SRG	SCORS Research Group	WADA	World Anti-Doping Agency
SRMC	Sport and Recreation Ministers' Council	WCC	Workplace Consultative Committee
SSA	ScreenSound Australia	WDHC	Workplace Diversity and Harassment Committee
SWG	Statistics Working Group	WiFi	wireless fidelity
TAPRIC	Telecommunications Action Plan for Remote Indigenous Communities	WLL	Wireless local loop
TAS	Tasmania	WSIS	World Summit on the Information Society
TECC	Tasmanian Electronic Commerce Centre	WTO	World Trade Organisation
TES	Telstra Enterprise Services	www	world wide web
TISN	Trusted Information Sharing Network for Critical Infrastructure Protection	xDSL	x digital subscriber line
TSI	Telecommunications Service Inquiry		
TTY	telephone typewriter		
UK	United Kingdom		
ULLS	unconditioned local loop services		
UN	United Nations		

Corrections to the 2004–05 Annual Report

Section 3—Management and Accountability

The section on consultants on page 223 of the Department's annual report for 2004–05 incorrectly referred to the total number of consultancy contracts let during the reporting period as 127, incurring a total expenditure for the year of \$3 053 730.15. This should have referred to a total of 142 consultancy contracts incurring a total expenditure for the year of \$4 095 534.04.

The statement concerning consultants on page 386 of the Department's annual report for 2004–05 incorrectly amended the total number of consultancy contracts let during the reporting period 2003–04.

This should have read 'a total of 165 consultancy contracts incurring a total expenditure for the year of \$7 562 778.32'.

Appendix 3—Staffing statistics

Table 4.4 should have shown DCLB1 and DCLB2 staff as 91 (15 per cent) of staff who volunteered EEO information.

Table 4.6 should have shown the APS6 AWA salary range as \$54 012 to \$62 174.

Table 4.7 should have shown two AWA recipients in the APS1–6 range.

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