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SECTION 6

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ACRONYMS AND GLOSSARY

ACRONYMS

ABC	Australian Broadcasting Corporation
ACCAN	Australian Communications Consumer Action Network
ACCC	Australian Competition and Consumer Commission
ACMA	Australian Communications and Media Authority
AGIMO	Australian Government Information Management Office
ANAO	Australian National Audit Office
APEC	Asia–Pacific Economic Cooperation
APEC TEL	Asia–Pacific Economic Cooperation Telecommunication Working Group
APS	Australian Public Service
APT	Asia–Pacific Telecommunity
ARC	Australian Research Council
ASEAN	Association of Southeast Asian Nations
ASTRA	Australian Subscription Television and Radio Association
AWA	Australian Workplace Agreements
CA	Collective agreement
CD	compact disc
CDS	Commonwealth Disability Strategy
CLCs	Common Law Contracts
CTN	Consumers' Telecommunications Network
CWG	Consultative working group
DBCDE	Department of Broadband, Communications and the Digital Economy
DCITA	Department of Communications, Information Technology and the Arts
DVD	Digital Versatile Disc
EL	Executive level



EMG	Executive Management Group
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
FMA	Financial Management and Accountability Act
FOI	Freedom of Information
FOI Act	Freedom of Information Act
FTTP	fibre-to-the-premises
FRLI	Federal Register of Legislative Instruments
HTML	Hypertext markup language
ICANN	Internet Corporation for Assigned Names and Numbers
ICP	Indigenous Communications program
ICT	Information and communications technology
ISP	Internet service provider
IT	Information technology
ITU	International Telecommunication Union
NAA	National Archives Australia
NICTA	National ICT Australia
OECD	Organisation for Economic Cooperation and Development
OH&S	occupational health and safety
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements
PC	personal computer
PhD	Doctor of Philosophy
RFP	Request for Proposal
RTA	Roads and Traffic Authority
RTI	Regional Telecommunications Inquiry
SBS	Special Broadcasting Service Corporation
SES	senior executive service
TEDICORE	Telecommunications and Disability Consumer Representation
TOIL	time off in lieu
TTY	Telecommunications Device for the Deaf/Tele Typewriter
TV	television

USB Universal Serial Bus
VoIP voice over internet protocol
W3C World Wide Web Consulting

GLOSSARY

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. Thus an accrual budget is an extension of the cash budget, focusing on all the resource implications of the strategic and operational plan.
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.
Additional estimates	Where amounts appropriated at Budget time are insufficient, Parliament may appropriate more funds to portfolios through the Additional Estimates Acts.
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.
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	An Australian Workplace Agreement (AWA) is a formalised individual employment contract registered by the Workplace Authority.
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.


Backbone	Backbone infrastructure (also known as ‘backhaul’ or ‘transmission’ infrastructure) refers to the very high capacity communications links that connect towns, cities and rural areas to each other and the wider world. Backbone infrastructure supports the delivery of a range of services, fixed voice and mobile services.
Collective agreement	A certified agreement is a written agreement about working conditions and wages made between an employer and its employees.
Chief Executive's Instructions	Instructions on the administration of the Department issued by the Secretary under regulation 6, <i>Financial Management and Accountability Regulations 1997</i> .
Competitive tendering and contracting	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.
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 to 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>
Convergence	The process by which technologies (for example, televisions, phones and computers) and platforms (for example, broadcast, telecommunications and online) that originated having distinct functionalities evolve to overlap, so that the end user experience is similar regardless of the platform or device.





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.
Depreciation	An expense recognised systematically for the purpose of allocating the cost of a non-current asset over its useful life.
Digital dividend	Refers to the radiofrequency spectrum, currently used for analog television, which is freed up by the switchover from analog to digital-only television.
Digital economy	The global network of economic and social activities that are enabled by information and communication technologies, such as the internet, mobile and sensor networks.
Discretionary grants	Payments where the portfolio minister and paying agency have discretion in determining whether or not a particular applicant receives funding and may or may not impose conditions in return for the grant.
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.
Greenfield estates	New building developments including residential, industrial, commercial or mixed use developments. While many Greenfield estates are new land releases on the urban fringe they may also include urban in-fill and regeneration projects.
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.
Materiality	Takes into account the planned outcome and the relative significance of the resources consumed in contributing to the achievement of that outcome.

Metro-comparable	A broadband service that offers a minimum 512 kbps download and 128kbps upload data speed, 3GB per month data usage at a total cost of \$2500 GST inclusive over three years (including installation and connection fees).
NBN Co	The company established by the Government to build and operate the National Broadband Network.
Non-ongoing APS employee	A person engaged as an APS employee under subsection 22(2)(b) or 22(2)(c) of the <i>Public Service Act 1999</i> .
Ongoing APS employee	A person engaged as an ongoing APS employee under subsection 22(2)(a) of the <i>Public Service Act 1999</i> .
Operation Sunlight	The Australian Government's reform agenda to improve the openness and transparency of public sector budgetary and financial management and to promote good governance practices.
Outcomes	The results, impacts or consequences of actions by the Commonwealth on the Australian community.
Outputs	The goods and services an agency produces to contribute to the achievement of an outcome.
Performance information	Evidence about performance that is collected and used systematically which may relate to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. Evaluations may also be periodically utilised to assess the performance of programs.
Portfolio Additional Estimates Statements	Similar to the Portfolio Budget Statements and prepared at Additional Estimates time to support an update on the Australian Government's original annual budget for the department and portfolio agencies.
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's budget and provide detail of outcome performance forecasts and resources in order to justify expenditure.
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 will provide and what customers can expect from the department. In particular the service charter advises what the department does, how to contact and communicate with the department, the standard of service that customers can expect, and their basic rights and responsibilities, and how to provide feedback or make a complaint.

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.

CORRECTIONS TO THE 2007–08 ANNUAL REPORT

SECTION 3 – MANAGEMENT AND ACCOUNTABILITY

The section on consultants on page 94 of the Department's annual report for 2007–08 incorrectly referred to the total number of consultancy contracts let during the reporting period as a total of 84 consultancy contracts. This should have referred to a total of 85 consultancy contracts.



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