

# Glossary

Administrative Arrangements Order	The Administrative Arrangements Order is an instrument made by the Governor-General. It establishes Departments of State under the Constitution and spells out the matters and the Acts dealt with by each Department and its Minister(s). It is also useful for historical researchers, to work out where to look for what records.
all-hazards approach	Dealing with all types of emergencies or disasters and civil defence using the same set of management arrangements.
alternative dispute resolution	Alternative dispute resolution is a term that is used to describe a variety of different processes that can help people to resolve conflicts and disputes. The word 'alternative' is usually understood to mean that these processes are an alternative to going to court and having a decision made by a judge.
Australian National Audit Office access clauses	These are non-mandatory standard access clauses that have been developed for inclusion within tender documentation and contracts to provide the ANAO and Commonwealth agencies access to information held by contractors, including third party subcontractors for the purpose of audits.
AUSASSISTPLAN	Australian Government Overseas Disaster Assistance Plan - coordination arrangements for the provision of Australian emergency assistance, using Australian Government physical and technical resources, following a disaster/emergency in another country.  Only applicable to countries eligible for Official Development Assistance.
AUSAVDISPLAN	Australian Government Aviation Disaster Response Plan - outlines how the Australian Government would assist States and Territories in the event of a State or Territory activating its applicable response plan to deal with a major aircraft accident. It also describes how the Australian Government would coordinate the response to a major aircraft accident outside a State or Territory such as at sea, or on an Australian offshore territory or in its vicinity
CCC	Australian Government Crisis Coordination Centre
CERT Australia	Australia's national computer emergency response team.
COBIT standard	An international standard for information technology governance, better practice and audit.
COMDISPLAN	Commonwealth Government Disaster Response Plan – a contingency plan for the provision of Australian Government assistance to Australian States and Territories in an emergency or disaster.

ComLaw	The ComLaw website < <a href="http://www.comlaw.gov.au">http://www.comlaw.gov.au</a> > offers the most complete and up to date collection of Commonwealth legislation available anywhere. It includes the only database of Commonwealth legislation that is authoritative for the purpose of legal proceedings. No other website in the world can make this claim, and even if you use another website to access Commonwealth legislation, you are almost certainly looking at information sourced from ComLaw.
common law	Law derived from custom and judicial precedent (case law) rather than from legislation.
Commonwealth Organised Crime Response Plan	The Commonwealth Organised Crime Response Plan is a key component of the Commonwealth Organised Crime Strategic Framework and sets out whole-of-government responses to the three priority organised crime risks as identified by the Australian Crime Commission in its Organised Crime Threat Assessment. The priority risks are: <ul style="list-style-type: none"> <li>• amphetamine-type stimulants</li> <li>• money laundering, and</li> <li>• identity crime.</li> </ul>
COMRECEPLAN	Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas – outlines the arrangements for the reception into Australia of Australian citizens, permanent residents, and their immediate dependents and approved foreign nationals evacuated from overseas.
consent determination	A decision by an Australian court (or a recognised State or Territory body) that native title does or does not exist in a particular area of land or waters after the parties have reached an agreement as to the terms of the determination.
consultancy contract	A contract that typically defines the nature, purpose and duration of the task to be performed but not (in any detail) the manner in which the task is to be performed by a consultant. The consultant is usually paid on completion of milestones or in a lump sum.
consultancy service	A particular type of service delivered under a contract for services, distinguished from other contracts by the nature of the work performed. Consultancy services involve 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.
consultant	An entity (whether an individual, a partnership or a corporation) engaged to provide professional independent and expert advice or services. Consultants are not employees of the department and are not paid wages or other employee entitlements.
corporate governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.

countering violent extremism	Measures taken to counter extreme, or radical, violent behaviour.
CrimTrac	Agency responsible for the delivery and maintenance of national policing information services.
critical infrastructure	Those physical facilities, supply chains, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic wellbeing of the nation or affect Australia's ability to conduct national defence and ensure national security.
cyber crime	A term used to encompass a wide range of offences comprising: <ul style="list-style-type: none"><li>• crimes directed at computing and telecommunications technologies, and</li><li>• crimes where the internet or information and communications technology is integral to the commission of the offence, such as online fraud, online child exploitation and online intellectual property infringement.</li></ul>
data interoperability	The ability to share data between different computer systems.
e-commerce	The use of computers and electronic communication networks to do business.
e-learning	Learning facilitated and supported through the use of information and communications technology.
e-security	Electronic security, including on the internet.
emergency management	A range of measures to manage risks to communities and the environment. The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery.
extradition	Surrender by one country to another of a person for trial on criminal charges or to serve a sentence already imposed for a criminal offence.
Federal Register of Legislative Instruments	Part of the ComLaw website, FRLI contains all legislative instruments, their explanatory statements and compilations of legislative instruments as amended. It is established under section 20 of the <i>Legislative Instruments Act 2003</i> , and is authoritative for the purposes of legal proceedings.
identity crime	A generic term to describe activities/offences in which a perpetrator uses a fabricated identity, a manipulated identity, or a stolen/assumed identity to facilitate the commission of crime.
Lean Six Sigma	A business improvement methodology (often applied in the manufacturing industry) where the 'Lean' aspect concentrates on creating more value with less work and 'Six Sigma' strives to identify and eliminate defects in product development.

legislative instrument	<p>Legislative instruments are laws on matters of detail made by a person or body authorised to do so by an Act of the Parliament. They may be described as regulations, rules and many other names but their name is not important; what matters is that they have force of law behind them.</p> <p>It is important for rule-makers to identify legislative instruments correctly because, under the <i>Legislative Instruments Act 2003</i>, all legislative instruments must be registered on the Federal Register of Legislative Instruments (FRLI for short), and tabled in the Parliament. Most are also subject to disallowance (Parliamentary veto) and most sunset (cease automatically) 10 years after they commence.</p>
mitigation	<p>Measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and the environment.</p>
mutual assistance	<p>Mutual assistance is the process countries use to provide and obtain formal government to government assistance in criminal investigations and prosecutions. Mutual assistance is also used to recover the proceeds of crime.</p>
NATCATDISPLAN	<p>National Catastrophic Natural Disaster Plan - describes the national coordination arrangements for supporting States and the Commonwealth Government in responding to and recovering from catastrophic natural disasters in Australia.</p>
National Organised Crime Response Plan	<p>The Commonwealth and the States and Territories have committed to the National Organised Crime Response Plan which represents a new approach to fighting organised crime by facilitating a new level of multi-jurisdictional collaboration. The National Organised Crime Response Plan sets strategic principles, protocols and actions to underpin a national response to organised crime, including:</p> <ul style="list-style-type: none"> <li>• improving consistency of policies and legislation across borders to fight organised crime</li> <li>• removing impediments to effective sharing of information and intelligence, and</li> <li>• targeting the priority organised crime risks identified in Organised Crime Threat Assessments.</li> </ul>
National Partnership Agreement	<p>National Partnership Agreements are a mechanism under the Federal Financial Relations Framework to enable policy or project collaboration between the Commonwealth and the States. In most cases, they provide for financial transfers between the Commonwealth and the States to support that collaboration. They are designed to allow flexibility around how objectives are achieved, while ensuring that all parties to the agreement are accountable to the public for achieving the objectives, outcomes and outputs specified in the agreement.</p>

native title	A pre-existing property interest, held communally or individually by Aboriginal peoples and Torres Strait Islanders, which is capable of being recognised by Australia's common law. Native title can exist over land and waters where Aboriginal people or Torres Strait Islanders maintain traditional laws and customs that give them a connection to the specified area. Native title rights are not 'granted' by governments or courts. Native title is not an underlying title but rather a bundle of rights that can be extinguished by inconsistent acts of government.
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.
Organised Crime Strategic Framework	The Organised Crime Strategic Framework establishes a comprehensive and coordinated response to target the most significant threats from organised crime in order to reduce its impact on the community. The Framework will ensure law enforcement, intelligence, policy and regulatory agencies are collaborating effectively with each other, with their State, Territory and international counterparts, and with Australian businesses and the community to combat organised crime.
outcomes	The results, impacts or consequence of actions by the Australian Government on the Australian community.
PACER Plus Agreement	Also known as the Pacific Agreement on Closer Economic Relations Plus Agreement, the Agreement is a regional trade and economic agreement.
people smuggling	People smuggling involves the organisation or facilitation of the voluntary entrance of a migrant into a country where that entry is not authorised by that country's immigration laws, usually on a payment-for-service basis. The migrant is not the subject of the offence.
people trafficking	People trafficking is the physical movement of people across and within borders through deceptive means, coercion or force for the purpose of exploitation.
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. Performance information may be quantitative (numerical) or qualitative (descriptive), but it should be verifiable. Evaluations may also be periodically utilised to assess the performance of programs and activities.
performance pay	Also known as performance-linked bonuses and usually taking the form of a one-off payment in recognition of performance. Retention and sign-on payments are not considered to be performance pay, and nor is performance-linked advancement, which includes advancement to higher pay points which then become the employee's nominal salary. In cases where an employee receives both a performance-linked bonus and performance-linked advancement (such as a one-off payment plus an increase in regular salary), only the bonus element is reportable.

precursor chemicals	Those chemicals, compounds and reagents that are used in manufacturing illicit drugs.
PRINCE2	A process-based project management method.
Quintet Declaration on Organised Crime	At the April 2010 meeting of the Quintet of Attorneys-General, the Attorneys-General of Australia, the United States, Canada and New Zealand signed a Declaration to cooperate in combating organised crime. The United Kingdom did not sign as it was in caretaker mode at the time. The Declaration promotes closer cooperation between Quintet countries in combating organised crime, including sharing information about policy and practice. To progress work under the Declaration, a Quintet Group on Organised Crime was established, comprising senior justice officials from all Quintet countries.
R18+ classification	A classification rating restricting access to people 18 years of age and over.
reasonable adjustment	Where a person can perform the inherent requirements of a job, an employer is required to make reasonable adjustments to the workplace or work practices to accommodate any additional needs that the person may have.
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	Public statements about the service that a department or agency will provide.
workplace diversity	The central principle of workplace diversity is the creation of workplaces free from discrimination, harassment and bullying—workplaces where all employees act in accordance with the APS Code of Conduct and demonstrate their commitment to the APS Values.

# Abbreviations and acronyms

ACTA	Anti-Counterfeiting Trade Agreement
ADR	Alternative dispute resolution processes
AEMI	Australian Emergency Management Institute
AFP	Australian Federal Police
AGSVA	Australian Government Security Vetting Agency
AIATSIS	Australian Institute for Aboriginal and Torres Strait Islander Studies
AM	Member of the Order of Australia
ANAO	Australian National Audit Office
ANAO	Australian National Audit Office
AO	Officer of the Order of Australia
APEC	Asia-Pacific Economic Cooperation
APSC	Australian Public Service Commission
ASIC	Australian Securities and Investments Commission
ASIC	Aviation Security Identification Card
ASIO	Australian Security Intelligence Organisation
ATILS	Aboriginal and Torres Strait Islander Legal Services
ATSILS	Aboriginal and Torres Strait Islander Legal Service
AusAID	Australian Agency for International Development
AUSASSISTPLAN	Australian Government Overseas Disaster Assistance Plan
AusCheck	Australian Background Checking Service
AUSTRAC	Australian Transaction Reports and Analysis Centre
CCTV	Closed-circuit television
CERT	Computer Emergency Response Team
CIPMA	Critical Infrastructure Program for Modelling and Analysis
CIPMA	Critical Infrastructure Program for Modelling and Analysis
CLSP	Community Legal Service Program
COAG	Council of Australian Governments
CVE	Countering Violent Extremism
DVS	Document Verification Service
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
FSP	Family Support Program

FVPLS	Family Violence Prevention Legal Services
ICC	International Criminal Court
IEDS	Indigenous Economic Development Strategy
ILS	Integrated Leadership System
ILSAC	International Legal Services Advisory Council
MSIC	Maritime Security Identification Card
NADRAC	National Alternative Dispute Resolution Advisory Council
NCTC	National Counter-Terrorism Committee
NDRP	Natural Disaster Resilience Program
NHS	National Health Security
OCSF	Organised Crime Strategic Framework
OHS	Occupational health and safety
OLDP	Office of Legislative Drafting and Publishing
OPC	Office of Parliamentary Counsel
OSCE	Organization for Security and Cooperation in Europe
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements
PILON	Secretariat for the Pacific Island Officer' Network
PPS	Personal Property Securities
PPS	Personal property securities
PSM	Public Service Medal
RDS	Remote service delivery
SES	Senior Executive Service
TISN	Trusted Information Sharing Network
UNODC	United Nations Office on Drugs and Crime
WIPO	World Intellectual Property Organisation

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# List of requirements

Under subsection 63(2) of the *Public Service Act 1999*, departmental annual reports must be prepared in accordance with the guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit. The *Requirements for annual reports for departments, executive agencies and FMA Act bodies* were revised and re-issued on 22 July 2011. The Requirements stipulate a core set of mandatory information, which must be included in annual reports.

The following table shows where the information specified by the Requirements may be found in the report. Non-mandatory suggested items have been included in the table below and are indicated by an asterisk (\*).

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