



Part 7: Reference material

Glossary

Abbreviations and
acronyms

List of requirements

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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.
administered items	Items that are usually managed by an entity on behalf of the government. Entities do not have control over these items, which are normally related to activities governed by eligibility rules and conditions established by legislation (for example, grants, subsidies and benefit payments).
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 monies 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 Office Occupancy Report	Covers office accommodation with 500 square metres or more, which is owned or leased by the Commonwealth. The report sets out the occupational density for entities against the current target of 14 square metres of office space per occupied work point.
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.

Term	Meaning
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.
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 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 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> .
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.
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.

Term	Meaning
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	<p>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.</p>
enhanced Commonwealth performance framework	<p>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.</p>
enterprise agreement	<p>An employment agreement made directly between an employer and employees.</p>
Expenditure Review Committee of Cabinet	<p>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.</p>
Final Budget Outcome	<p>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.</p>
fiscal policy	<p>The government's approach to taxation and spending, both of which can affect the economy.</p>
fraud	<p>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 <i>Public Governance, Performance and Accountability Rule 2014</i>.</p>

Term	Meaning
full-time equivalent	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.
GovTEAMS	A new generation platform to provide a single environment for both internal and external collaboration across government to improve public sector productivity.
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> .
green brief	A summary of a proposal and the associated financial implications, and Finance and central agency views on a proposal to be considered by the Expenditure Review Committee of Cabinet.
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.
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.

Term	Meaning
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	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: <ul style="list-style-type: none"> • absorbing entities' lease requirements, where feasible, into existing vacant office accommodation (Operation Tetrís) • 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 Tetrís	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.
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.

Term	Meaning
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 2018–19.
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.
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 <i>Public Governance, Performance and Accountability Rule 2014</i> supports the operation of the PGPA Act.</p>
Service Delivery Office	Provides corporate transactions services to other Australian Government agencies. The office is one of six hubs under the Shared Services Program, which is an APS-wide initiative that is transforming the way the public service operates by consolidating and standardising the delivery of corporate services through designated shared services hubs.
Shared Services Program	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.
transformation	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.
transformation plan	Sets out the Department's internal approach to its transformation agenda with four focus areas: people, stewardship, making business better and integrated business planning.

Abbreviations and acronyms

ABS	Australian Bureau of Statistics
AEC	Australian Electoral Commission
AFM	Advance to the Finance Minister
ANAO	Australian National Audit Office
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
ATO	Australian Taxation Office
CARS	COMCAR Automated Resource System
CBMS	Central Budget Management System
CBMS-R	redeveloped Central Budget Management System
CDN	Content Delivery Network
CFS	Consolidated Financial Statements
CoPE	Centre of Procurement Excellence
CPTPP	Comprehensive and Progressive Agreement for Trans-Pacific Partnership
CSC	Commonwealth Superannuation Corporation
CSS	Commonwealth Superannuation Scheme
DART	Digital Annual Reporting Tool
DDoS	Distributed Denial of Service
EL	executive level
ERP	Enterprise Resource Planning
FBO	Final Budget Outcome
Finance	Department of Finance
FRSC	Financial Reporting Subcommittee
FTE	full-time equivalent
GBAU	Government Business Analytical Unit
GBE	government business enterprise
GovPDX	Government Protected Data Exchange
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
MIE	Managed Information Environment
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
PACE	Productivity Automation Centre of Excellence
PAYG	Pay As You Go
PEMS	Parliamentary Expenses Management System
PBS	Pharmaceutical Benefits Scheme
PCSS	Parliamentary Contributory Superannuation Scheme
PRSC	Performance Reporting Subcommittee
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PGPA Rule	<i>Public Governance, Performance and Accountability Rule 2014</i>
PSSAP	Public Sector Superannuation Accumulation Plan
PSS	Public Sector Superannuation Scheme
SaaS	Software as a Service
SBWS	Shared Budget Workflow System
SDO	Service Delivery Office
SES	Senior Executive Service
SGGA	Streamlining Government Grants Administration Program
SLC	Senior Leadership Committee
SMEs	Small to medium-sized enterprises
SSIP	Shared Services Implementation Project
STP	Single Touch Payroll
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		
A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	iii
Aids to access		
Table of contents	Mandatory	iv
Alphabetical index	Mandatory	217
Glossary of abbreviations and acronyms	Mandatory	210
List of requirements	Mandatory	212
Details of contact officer	Mandatory	ii
Entity's website address	Mandatory	ii
Electronic address of report	Mandatory	ii
Review by accountable authority		
Review by departmental Secretary	Mandatory	vii
Overview of the entity		
A description of the role and functions of the entity	Mandatory	4
A description of the organisational structure of the entity	Mandatory	11
A description of the outcomes and programmes administered by the entity	Mandatory	5
A description of the purposes of the entity as included in corporate plan.	Mandatory	4
Name of the accountable authority or each member of the accountable authority.	Mandatory	8
Position title of the accountable authority or each member of the accountable authority.	Mandatory	8
Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory	8
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	3

Description	Requirement	Page
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	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 Act and section 16F of the Rule.	Mandatory	33
Report on financial performance		
A discussion and analysis of the entity's financial performance.	Mandatory	70
A table summarising the total resources and total payments of the entity.	Mandatory	182
If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.	N/A
Management and accountability		
Corporate governance		
Information on compliance with section 10 of the PGPA Rule (fraud systems).	Mandatory	79
A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by accountable authority that 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	Mandatory	iii
A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	73
A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance	If applicable, Mandatory	80
External scrutiny		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	80
Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity	If applicable, Mandatory	80

Description	Requirement	Page
Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman	If applicable, Mandatory	81
Information on any capability reviews on the entity that were released during the period	If applicable, Mandatory	N/A
Management of human resources		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	98
Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender; (d) statistics on staff location Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: • Statistics on staffing classification level; • Statistics on full-time employees; • Statistics on part-time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous	Mandatory	102
Information on any 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	106
Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c)	Mandatory	106
The salary ranges available for APS employees by classification level	Mandatory	106
A description of non-salary benefits provided to employees	Mandatory	107
Information on the number of employees at each classification level who received performance pay	If applicable, Mandatory	N/A
Information on aggregate amounts of performance pay at each classification level	If applicable, Mandatory	N/A
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, Mandatory	N/A
Information on aggregate amount of performance payments	If applicable, Mandatory	N/A
Asset management		
An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	84

Description	Requirement	Page
Purchasing		
An assessment of entity performance against the <i>Commonwealth Procurement Rules</i>	Mandatory	85
Consultants		
A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the 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 year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	86
A statement that <i>"During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]"</i> .	Mandatory	86
A 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	86
A statement that <i>"Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website."</i>	Mandatory	85
Australian National Audit Office access clauses		
If an entity 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 report must include 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	85
Exempt contracts		
If an entity 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, the annual report must include 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	85
Small business		
A statement that <i>"[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."</i>	Mandatory	85

Description	Requirement	Page
An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	85
If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that <i>"[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."</i>	If applicable, Mandatory	86
Financial statements		
Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	112
Executive Remuneration		
Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory	193
Other mandatory information		
If the entity conducted advertising campaigns, a statement that <i>"During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website."</i>	If applicable, Mandatory	192
If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	N/A
A statement that <i>"Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website]."</i>	If applicable, Mandatory	191
Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	191
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	191
Correction of material errors in previous annual report	If applicable, mandatory	202
Information required by other legislation	Mandatory	N/A

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