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- a In line with section 12(6) of the *Requirements for Annual Reports* approved by the Joint Committee of Public Accounts and Audit in June 2009, details of consultancies valued at \$10,000 or more let in 2008–09 are available as a supplement to the online version of this annual report, at <[www.infrastructure.gov.au/department/annual\\_report/index.aspx](http://www.infrastructure.gov.au/department/annual_report/index.aspx)>.

## GLOSSARY

**Accident** An incident where a person suffers serious or fatal injuries or where property is seriously damaged.

**Administrative Arrangements Order (AAO)** An order issued from time to time by the government and signed by the Governor-General which establishes the matters or outcomes to be dealt with by each department of state, and the Acts of Parliament to be administered by each minister.

**Administered items** Revenues, expenses, assets and liabilities that the government controls, but which an agency or authority manages on the government's behalf.

**Australian Workplace Agreement (AWA)** An agreement between an employer and an employee about the terms and conditions of employment, made under the *Workplace Relations Act 1996*.

**Business division** An organisational unit within the Department, which is managed by an executive director and reports to the secretary of the Department.

**Collective Agreement (CA)** A written agreement, made between the employer and the employees, which sets out terms and conditions of employment.

Chief Executive's Instructions provide instructions and guidance for accountability requirements under the *Financial Management and Accountability Act 1997*.

**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.

**Equity** Also known as net assets, it is the residual interest in the assets of an entity after deduction of its liabilities.

**Incident** An occurrence that affected, or could have affected, the safety or security of an activity such as the operation of aviation and shipping. More specific definitions are set out in various Acts of Parliament.

**Intermodal** The interaction of operations between transport modes (road, rail, air and sea).

**Non-ongoing employee** An Australian Public Service (APS) employee who is not an ongoing APS employee.

**Ongoing employee** A person engaged as an ongoing APS employee as mentioned in paragraph 22(2) (a) of the *Public Service Act 1999*.

**Outcomes and output structure** This structure reflects an agency's business and enables sound performance reporting to Parliament. Outcomes are the results, impacts or consequences of actions by the Australian Government on the Australian community. Outputs contribute to outcomes. They are the goods and services produced by agencies on behalf of the government and are specified by price, quantity and quality.

**Portfolio Budget Statements (PBS)** These statements explain the provisions of the Appropriation Bills (Budget Bills), that is, where the appropriate funds are going to spend.

**Portfolio agencies** The different government agencies which are accountable to the Minister for Infrastructure, Transport, Regional Development and Local Government under the AAO.

**Price of outputs** The government's contribution to the department's direct costs in producing required outputs and associated indirect costs, such as corporate overheads. It does not include, for example, revenue from independent sources.

**Slot** A slot allocated under the Slot Management Scheme permits a specified aircraft movement at a specified time, on a specified day.

## ACRONYMS AND ABBREVIATIONS

AAO	Administrative Arrangements Order
ACCC	Australian Competition and Consumer Commission
ACLG	Australian Council of Local Government
ACT	Australian Capital Territory
ADRs	Australian Design Rules
AEO	Airport Environment Officers
AGRIS	Australian Government Regional Information Service
AIG	Aviation Implementation Group
Airports Act	<i>Airports Act 1996</i>
AMSA	Australian Maritime Safety Authority
AN	Australian National Railways Commission
ANAO	Australian National Audit Office
APEC	Asia–Pacific Economic Cooperation
APS	Australian Public Service
APSC	Australian Public Service Commission
APTNAC	Accessible Public Transport National Advisory Committee
ARTC	Australian Rail Track Corporation
ASAF	Aviation Security Advisory Forum
ASIC	Aviation Security Identification Card
ATC	Australian Transport Council
ATSB	Australian Transport Safety Bureau
AWA	Australian Workplace Agreement
BITRE	Bureau of Infrastructure, Transport and Regional Economics
CASA	Civil Aviation Safety Authority
COAG	Council of Australian Governments
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
ESC	electronic stability control
ESD	ecologically sustainable development
FCAI	Federal Chamber of Automotive Industries
FIRS	Federal Interstate Registration Scheme
FOI	freedom of information
FOI Act	<i>Freedom of Information Act 1982</i>
GJ	gigajoule (of energy)

<b>GVG</b>	Green Vehicle Guide
<b>ICAO</b>	International Civil Aviation Organization
<b>ICAO AIG</b>	International Civil Aviation Organization Accident Investigation Group
<b>ICT</b>	information and communication technology
<b>IiP</b>	Investor in People
<b>IMO</b>	International Maritime Organization
<b>IOPC</b>	International Oil Pollution Compensation
<b>IT</b>	information technology
<b>ISASI</b>	International Society of Air Safety Investigators
<b>ITSAP</b>	Indonesian Transport Safety Assistance Package
<b>JTRC</b>	Joint Transport Research Centre
<b>LAGs</b>	liquids, aerosols and gels
<b>MAIIF</b>	Marine Accident Investigators International Forum
<b>MJ</b>	megajoule (of energy)
<b>MOU</b>	memorandum of understanding
<b>MP</b>	Member of Parliament
<b>MPF</b>	Major Project Facilitation
<b>NSW</b>	New South Wales
<b>NT</b>	Northern Territory
<b>NTC</b>	National Transport Commission
<b>OECD</b>	Organisation for Economic Cooperation and Development
<b>OGSF</b>	Oil and Gas Security Forum
<b>OH&amp;S</b>	occupational health and safety
<b>PAES</b>	Portfolio Additional Estimates Statements
<b>PBS</b>	Portfolio Budget Statements
<b>Qld.</b>	Queensland
<b>RACA</b>	Regulated Air Cargo Agent
<b>RAWS</b>	Registered Automotive Workshop Scheme
<b>RDA</b>	Regional Development Australia
<b>SA</b>	South Australia
<b>SES</b>	Senior Executive Service
<b>Tas.</b>	Tasmania
<b>TCA</b>	Transport Certification Australia
<b>Vic.</b>	Victoria
<b>WA</b>	Western Australia

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