

## **Senate Continuing Order No 6 for the Production of Departmental File Lists**

The Senate agreed on 14 November 1994 to a motion by Senator Harradine requiring that each Minister table indexed file lists of file titles created by Central Offices of each department or agency he or she administers. The lists are to be tabled twice a year, once in the spring sittings, comprising the titles created in the preceding January to June and, once in the autumn sittings, comprising titles created in the preceding July to December.

The order was varied by the Senate on 3 December 1998 and now requires:

- that each department and agency provide, on its internet home page, access to an indexed list of all relevant files created; and
- tabling of a letter from the Portfolio Minister to the President of the Senate, advising that such indexed lists have been placed on the internet.

In addition, under the terms of the order, "relevant files" include those relating to policy advising functions, the development of legislation and matters of public administration. Case related files, those related to internal administration of a department or agency, and those files transferred to the Australian Archives, are specifically excluded.

### **PSS Board and CSS Board Files Created During the Period 1/1/2003 to 30/6/2003**

The following list represents a combined listing of PSS Board and CSS Board files.

<b>File Number</b>	<b>Title</b>
40.16	Budget 2003/04
40.65	Board Payroll System
40.80	Senate Order – Contracts List
40.90	Senate Order – Files List
50.160	Family Law
70.24	Fund Financial Statements 2002/03
70.70	Financial Framework Legislation
120.81.1	Trustee Indemnity 2002-03
120.81.2	Trustee Indemnity 2003-04
120.190	Standards Australia
130.06.01	CLERP 9
130.82	Global Institutional Governance Network