

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 1/7/2002 to 31/12/2002

The PSS Board and CSS Board became prescribed agencies with effect from 1 July 2002. The following list represents a combined listing of PSS Board and CSS Board files. Files that were created prior to the Boards becoming prescribed agencies have been treated as being created with effect of 1/7/2002 and are therefore included in the following list.

File Number	Title
10.300	Board Guidelines
10.400	Board Submissions
10.600	APRA Circulars
10.700	Board Performance
20.10	Board Meetings
20.20	Audit Committee
20.30	Communications Committee
20.40	Administration Committee
20.50	Reconsideration Advisory Committee
20.60	Governance Committee
20.61	Other Investor Organisations
30.10	Staff (General)
40.10	Board Budget

- 40.15 Budget 02/03
- 50.01.01 Forms - Preservation
 - 50.20 Effectiveness Reviews
 - 50.21 1999 Review
 - 50.22 2000 Review
 - 50.30 Service Levels & Standards
 - 50.40 Administrator Reports
 - 50.50 Lost Members
 - 50.60 Pension Payments
 - 50.70 Pension Increases
 - 50.80 Actuarial Data
 - 50.81 Long Term Cost Report
 - 50.82 Benefit Certificates
 - 50.83 NSCFs
 - 50.90 Invalidity Assessment Panel
- 50.100 Eligible Rollover Fund
- 50.110 Guidelines & Policies
- 50.120 Spouse Benefits
- 50.130 TPD Review
- 50.140 PSS Rule Change Project
- 50.150 Additional Death & Inv Cover
 - 60.10 Investment Strategy
 - 60.20 Corporate Governance
 - 60.40 Master Custodian
 - 60.41 Custody Contract
 - 60.50 Investment Management Agreements
 - 60.60 Investments
 - 60.61 Alternative Investments
 - 60.62 SRI
 - 60.62.1 SRI Overlay
 - 60.63 Investment Performance Surveys - General
 - 60.63.1 Investment Surveys - ***
 - 60.63.2 Investment Surveys - ***
 - 60.65 Private Equity Investment
 - 60.70 Interest Rate Policies & Practices
 - 60.71 Reserve Policy
 - 60.72 Allocation Rates
 - 60.73 Exit Rates
 - 60.74 Crediting Rates
 - 60.80 Investment Choice
 - 60.110 Investment Advisor Review
 - 60.110.1 RFP's
 - 60.130 Hedge Fund Manager
- 70.10 Accounting Services
- 70.30 ANAO
 - 70.31 ANAO Perf.Audit
- 70.40 SIS Report
- 80.10 Taxation Services
- 80.70 Ralph Review
- 80.90 Taxation Adviser

- 90.10 Communications Strategy
 - 90.10.3 Branding
 - 90.10.4 Environmental Audit
- 90.40 Call Centre
- 90.50 Member Relations
 - 90.50.1 Member Statements
 - 90.50.1.3 Member Statement 2000
 - 90.50.1.4 Member Statement 2001
 - 90.50.1.5 Member Statement 2002
 - 90.50.2 Annual Reports to Members
 - 90.50.2.2 Annual Report Research
 - 90.50.2.3 Annual Reports to Members 2000
 - 90.50.2.4 Annual Reports to Members 2001
 - 90.50.2.5 Annual Reports to Members 2002
 - 90.50.3 PSS Super Book
 - 90.50.4 CSS Super Book
 - 90.50.5 Website
 - 90.50.6 New Members Kit
 - 90.50.6.3 PSS Summary Brochure
 - 90.50.6.4 PSS Roll-in-Brochure
 - 90.50.6.5 PSS Member Contributions Brochure
 - 90.50.6.6 Pen Holder
 - 90.50.6.7 Outer Envelope
 - 90.50.7 Publications
 - 90.50.7.1 CMAPS Brochure & Form
 - 90.50.7.2 Introduction to PSS
 - 90.50.7.3 Investment Policy Booklet
 - 90.50.7.4 What To Do When Changing Jobs
 - 90.50.7.5 Protect Your Family - Death & Invalidity
 - 90.50.8 Member Seminars
- 90.60 Agency Relations
 - 90.60.3 Access Number
 - 90.60.4 Research
 - 90.60.5 Agency Seminars
 - 90.60.6 A3 Poster
- 90.70 Media Releases
- 90.80 Issues Management Plan
- 90.90 Crisis Management Plan
- 90.100 Government Relations
 - 90.100.1 Annual Reports to Parliament
- 90.110 Community Relations
- 90.120 Communications Working Group
- 100.10 DoFA
- 100.20 Employers
- 100.30 ACTU/CPSU
- 100.40 Financial Planners
- 100.50 Ministerial Briefings
- 110.10 Legal Claims
- 110.20 Reconsiderations
- 110.30 Reconsideration Adv Cttee

110.40 SCT
110.50 Section 157 1976 Act
120.10 Legal Services
120.20 Litigation
120.30 Immunity & Indemnity
120.40 Compliance
120.50 APRA Return
120.60 Risk Management
120.70 DRP
120.80 Insurance
120.90 APRA Review 00
120.91 APRA Prudential Consultations
120.110 Legislative Amendments
120.120 Legal Opinions
120.130 APRA - Custodian Conditions
120.140 APRA - Approved Trustees Liaison Meeting
120.150 ASIC
120.160 Privacy
130.06 Financial Services Reform Bill 2000 (Clerp 6)
130.07 Choice of Fund
130.40 ASFA
130.41 ASFA ACT Sub Committee
130.50 CMSF
130.51 CMSF Steering Committee
130.60 AIST
130.70 FEAL
130.80 Australian Council of Super Investors
130.81 ASX Corporate Governance Council
130.90 Productivity Commission Review of SIS
And Certain Other Super Legislation
130.100 Australian Superannuation Industry Forum
140.30 Reconsideration & Review
140.40 CSB Legislation
140.60 Rationalisation of PSS Scheme Rules
150.01 Election of Contributors Representative - General
150.02 CSS Board of Trustees - Consultancies
150.03 PSS Board of Trustees - Consultancies
150.05 Appointments to the PSS Board
150.06 Appointments to the CSS Board
Objectives & Annual Reporting Requirements of the PSS/CSS
Boards
150.07
150.08 CSB No 1 Outstanding Matters Arising