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Appendix A: Changes to legislation

PSS

The following amendments have been made to the 1990 Act:

- 26th Amending Deed amends the Rules to change the amount by which a PSS benefit can be reduced where the member has a surcharge debt to reflect the abolition of the surcharge from the 2005/06 financial year onwards;
- Amendments to the 1990 Act to consolidate and enhance the governance arrangements for the PSS; as a consequence of the amendments, from 1 July 2006, a single entity will administer the CSS, the PSS and the PSSap. All the functions of the CSS Board have been transferred to the PSS Board, which has been renamed Australian Reward Investment Alliance (ARIA);
- 27th Amending Deed amends the Rules as a consequence of the safety of superannuation reforms in relation to the new fitness and propriety standards required under APRA's new licensing regime and the establishment of ARIA;
- Amendments to the 1990 Act amending the provisions of PSS in relation to the superannuation salary for certain scheme members and certain other persons who are appointed to Australian Government offices and who are members of the PSS.

PSSap

- The *Superannuation Act 2005* came into effect on 1 July 2005 and established the PSS accumulation plan (PSSap) as a separate entity from the PSS defined benefit scheme;
- Amendments to the 2005 Act to consolidate and enhance the governance arrangements for the PSSap; as a consequence of the amendments, from 1 July 2006, a single entity will administer the CSS, the PSS and the PSSap. All the functions of the CSS Board have been transferred to the PSS Board which has been renamed Australian Reward Investment Alliance (ARIA).

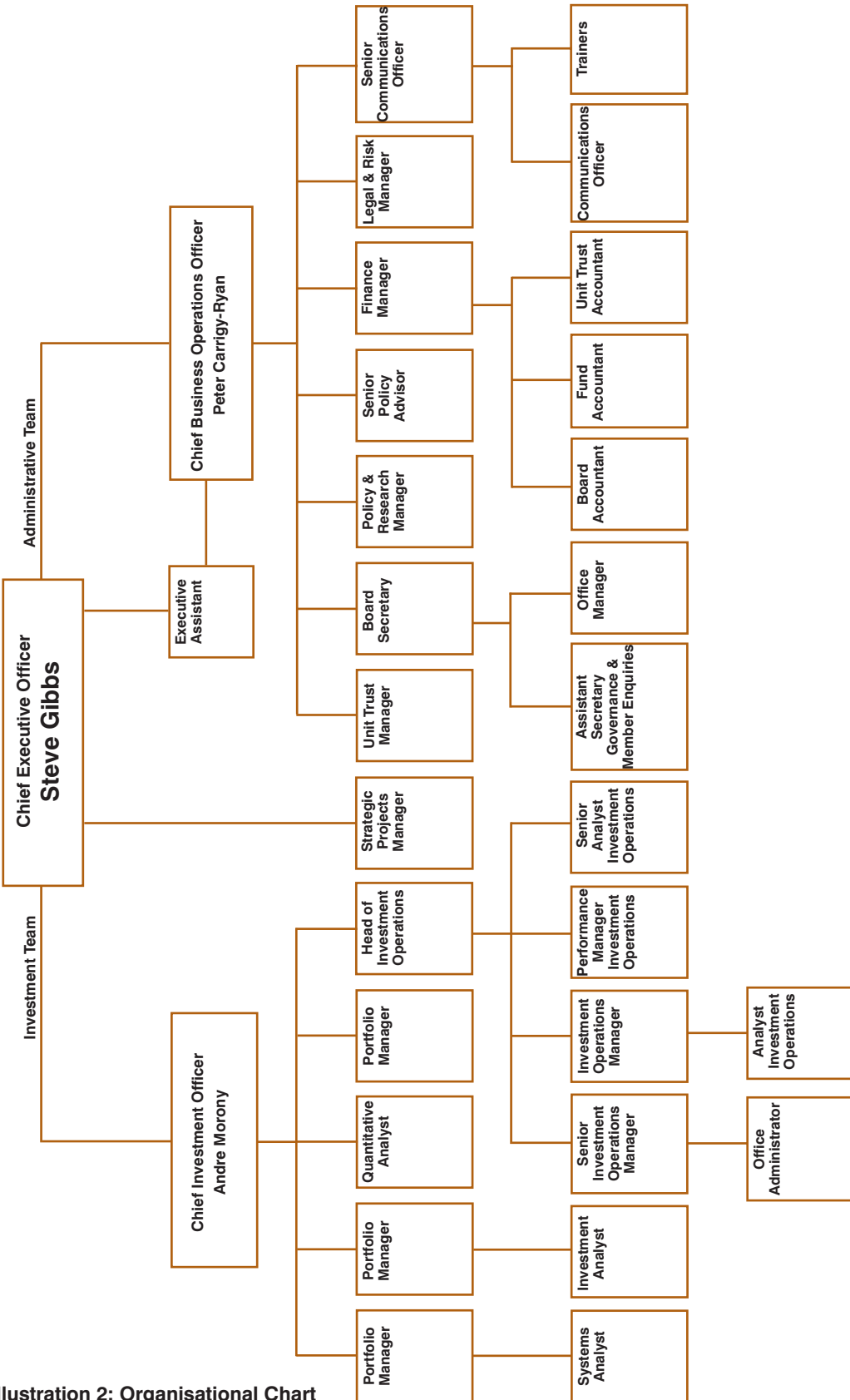


Illustration 2: Organisational Chart

Appendix C: Freedom of Information

Freedom of Information

Matters associated with the administration of the *Freedom of Information Act 1982* are dealt with by the scheme administrator's Corporate Reporting and Parliamentary Liaison Unit.

PSS members made 53 requests for access to documents during 2005/06. Of these requests, 46 were granted in full and five partial releases were granted. Two requests were refused. The requests took an average of three days to process.

Enquiries relating to the documentary disclosure of information about the personal affairs of clients of the agency under the provisions of the *Freedom of Information Act 1982* should be directed to:

Corporate Reporting and Parliamentary Liaison Unit

PO Box 22

Belconnen ACT 2616

Phone: (02) 6272 9080

Fax: (02) 6272 9804

TTY: (02) 6272 9827

Email: foi@pss.gov.au

Website: www.pss.gov.au

Freedom of Information Act statement

This statement is provided in accordance with section 8 of the *Freedom of Information Act 1982* (the FOI Act).

Functions of the scheme administrator

The general functions of the scheme administrator are described in the main body of this report and in the *Commissioner for Superannuation Annual Report 2005/06*.

Decision-making powers

The decision-making powers of the PSS Board are set out in clause 3 of the PSS Trust Deed. The authority for the PSS Board to delegate its powers and functions is contained in clause 12 of the PSS Trust Deed. The PSS Board retains full responsibilities in relation to fund investment and invalidity assessment.

FOI internal procedures

All requests for documents held by the scheme administrator are referred to the scheme administrator's Parliamentary FOI and Complaints Unit in Legal and Compliance. Compliance with the application fee provisions of the FOI Act are verified and the request is registered and acknowledged. The documents are then obtained and the request is considered by the Unit.

Decisions to grant access, levy charges, or refuse access are made by an APS5 in the Parliamentary FOI and Complaints Unit in Legal and Compliance. Requests for internal review of FOI decisions are also referred to the Unit. They are then forwarded to the scheme administrator's Reconsideration section in Legal and Compliance where they are investigated by Executive Level 1 officers prior to submission to the Commissioner of Superannuation for decision under section 54 of the FOI Act.

Facilities for access

Facilities for viewing documents are provided only at the scheme administrator's office in Canberra, as they have no regional offices. Publications may be inspected at their FOI Unit, and copies (for which there may be a charge) can be obtained by writing to them.

Information about facilities for access by people with disabilities can be obtained by contacting:

Corporate Reporting and Parliamentary Liaison Unit

PO Box 22

Belconnen ACT 2616

Phone: (02) 6272 9080

Fax: (02) 6272 9804

TTY: (02) 6272 9827

Email: foi@pss.gov.au

Website: www.pss.gov.au

Consultative arrangements

Informal and ad hoc arrangements exist whereby the national, state and territory branches of the Superannuated Commonwealth Officers' Association, and those unions whose members are covered by the PSS, may make representations relating to the general administration of the schemes. Representations are also received which relate to the determination of individual contributors' benefit entitlements.

Requests for consultation and/or representations relating to policy aspects of the Schemes and their underlying legislation are referred to the Superannuation Branch of the Department of Finance and Administration which has responsibility for advising the Minister for Finance and Administration on such matters.

Categories of documents

The PSS Board maintains no categories of documents that are open to public access as part of a public register or otherwise, in accordance with an enactment other than the FOI Act, where that access is subject to a fee or other charge. Books and leaflets that describe various aspects of the superannuation Schemes, and annual reports, are made available to the public free of charge upon request. They are also available free of charge via the PSS website.

Appendix D: Publications

PSS

The Board publishes the following publications as well as a series of fact sheets for the benefit of members.

Publications

Annual Reports

Annual report to Parliament

Annual report to Members

Family Law and Splitting Super: How it's done and what happens next

Product Disclosure Statement, Supplementary PDS dated 8 September 2004 and

Supplementary PDS dated 7 January 2005

The PSS Super Book: Your Guide to the PSS

Service Charter of our administrator ComSuper

Tax and your PSS Benefit

Take a walk Into the Future - Mini-Report 2004

Fact Sheets

Additional Death and Invalidation Cover

Cash Investment Option for Preserved Benefit and Associate Members

Changing from Full-time to Part-time

Contributing to the PSS

Death Benefits

Family Law and Your Super

Getting Info Online

Invalidation Benefits

Leave Without Pay

The MAC Report on Organisational Renewal

Maximum Benefit Limits

Multiple PSS Memberships

Pensions for an Eligible Spouse

Post Retirement Marriages

Preservation of Benefits

Reasonable Benefit Limits (RBLs)

Rolling Money into the PSS

Retrenchment Benefits

Salary Reductions and your PSS super

Super Co-contribution for Members Earning Less than \$58,000 p.a.

Superannuation Contributions Surcharge

Taxation Concessions for Pensions

Transfer of Performance Based Pay

Transition to Retirement

Using Average Weekly Ordinary Time Earnings

These publications are available by calling 1300 000 377 or online at www.pss.gov.au.

PSSap

Find out about the overall features, benefits, risks and cost of investing in PSSap from our Product Disclosure Statement

The following publications and fact sheets are available from the PSSap website (www.pssap.gov.au).

Publications

Product Disclosure Statement
Financial Services Guide
Your quick guide to the PSSap

Fact Sheets

Beneficiary Nomination
Contributions
Dependants
Financial Planning
Superannuation Salary
Tax and your super
Transfers
Type of Employment
Withdrawing your super

The Product Disclosure Statement and 'Your quick guide to the PSSap' are available by calling 1300 725 171 or online at www.pssap.gov.au.

Appendix E: Contact officer

Information is made available to Members of Parliament, Senators and members of the public on request.

In the interests of timeliness and conciseness, this report has been designed to provide fundamental information. Requests for more detailed information should be directed to:

Australian Reward Investment Alliance (ARIA)

Street address: Level 10
12 Moore Street
Canberra City ACT 2601

Postal address: GPO Box 1907
Canberra City ACT 2601

Phone: (02) 6263 6999
Fax: (02) 6263 6900
Website: www.aria.gov.au
Email: secretary@aria.gov.au

Appendix F: Compliance

While this report is not a Departmental annual report, the Board has endeavoured to comply with the 'Requirements for Annual Reports', where applicable. Details of the scheme administrator's operations are provided in the *Commissioner for Superannuation Annual Report 2005/06*.

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Appendix G: Consultancies

The PSS Board engages consultants where a specialist skill or expertise is required or where internal resources are unavailable. Consultants are typically engaged to:

- investigate or diagnose a defined issue
- carry out defined reviews or evaluations, or
- provide independent advice, information or solutions to assist the PSS Board in its decision making.

These consultancies have been distinguished from other service provider contracts by the nature of the work performed, which typically involves the application of expert professional skills and the exercising of expert judgement.

Investment and management of the PSS and PSSap

The investments of the Fund (other than cash held for meeting daily administrative and benefit expenses) are managed on behalf of the Board by specialist sector fund managers who are required to invest the assets allocated for management, in accordance with the terms of a written investment mandate.

During 2005/06, the Board also employed two investment advisors: JANA Investment Advisors and Macquarie Bank, together with Chase Manhattan Bank (trading as JPMorgan) as their master custodian. The total amount paid to investment managers, advisors and the custodian during the year was \$26 461 000.

Board administration consultancies

Policy

The Board's policy on selection and engagement of consultants is based on the core principles set out in the Commonwealth Procurement Guidelines:

- value for money
- open and effective competition
- ethics and fair dealing
- accountability and reporting
- national competitiveness and industry development
- support for other Australian Government policies.

Table A1 (see page 58) provides details of consultancies jointly engaged by the PSS Board and CSS Board during 2005/06 with a contract value, GST inclusive, of \$10 000 or more.

During 2005/06 the CSS and PSS Boards jointly engaged the following consultancies. The following list covers expenditure of relevant public moneys and excludes expenditure related to the management and investment of the PSS and CSS Funds.

Table A1: PSS/CSS consultancies 2005/06

Consultant Name	Description	Value \$	Selection Method	Principal Justification
Adcorp Green	Communications development and advice	14 652	Select tender	Skill
Cato Purnell	Corporate communications advice	107 338	Communicatons Panel ¹	Skill
Ernst & Young	Provision and set up of Super Sentinel compliance monitoring software.	38 500	Select tender	Skill
Galileo Kaleidoscope	Stakeholder research for Board and Board Structure	46 949	Select tender	Skill
Joy London	Structure Review	26 571	Select tender	Skill
KAZ Technology	Maintenance and support of I.T.	19 490	Select tender	Skill
MAD Communications	Communications development and advice	86 966	Communicatons Panel ¹	Skill
Mallesons	Legal advice on various scheme administration matters including the PSSAP insurance and product disclosure statement.	105 079	Select tender ²	Skill
Mercer	Unitisation services	72 797	Select tender	Skill
Morris Walker	Development and implementation of communications plan	223 479	Communicatons Panel ¹	Skill
Orima Research	Communication research	16 395	Select tender	Skill
Pricewaterhouse	Tax compliance and consultancy services	19 522	Select tender	Skill
Professional Financial Services	Risk assessment and analysis	68 510	Select tender	Skill
Publicity Works	Communications development and advice.	45 391	Communicatons Panel ¹	Skill
Total Consultancies 2005/06		891 639		

Notes

1. In February 2006 the PSS and CSS Boards placed a tender on the AUSTender website for communications services via a panel arrangement. Each service provider is appointed to the Panel for a three year term, with an option to extend the initial term of any resulting agreement up to two times for a period of one year each. Throughout the term of the Panel arrangement, each service provider is required to submit a response to briefs, including quotations in response to requests for services. This process is the primary method for awarding work to the Panel members.
2. The total amount paid to Mallesons in 2005/06 is in respect of a range of separate projects (each with a value of less than \$80 000), not one individual contract.

Selection method categories

The selection methods used for consultancies are categorised as follows:

- Open tender** public tenders are sought from the marketplace using national and major metropolitan newspaper advertising.
- Select tender** tenders are invited from a short-list of competent suppliers.

Justification categories

- Technical** need for access to the latest technology.
- Skill** need for specialised skills.
- Ind** need for an independent view.

Appendix H: Commonwealth Disability Strategy

Within the framework of the Commonwealth Disability Strategy, the PSS performs the role of 'provider' with performance measured against the following indicators:

- providers have established mechanisms for quality improvement and assurance
- providers have an established service charter that specifies the roles of the provider and consumer, and service standards which address accessibility for people with disabilities
- a complaints/grievance mechanism, including access to external mechanisms, is in place to address issues and concerns raised about performance.

In conjunction with its scheme administrator, the PSS Board met all the requirements of the Commonwealth Disability Strategy in its role as provider.

Quality improvement and assurance mechanisms were in place during the year in the form of a client satisfaction survey conducted both by the Board, through independent research firm Orima Research, and by the scheme administrator, which conducts an annual cyclical research program, also through Orima Research.

The PSS Board provides a website developed by contract to comply with Government Online guidelines and the World Wide Consortium (WC3) Web Content Accessibility Guidelines. For example, it is an HTML-based website which allows access to readers for the visually-impaired.

Through the scheme administrator, PSS and PSSap members have access to:

- a TTY phone line
- a service charter specifying the roles and responsibilities of both the scheme administrator and its clients
- a complaints system to address issues and concerns raised by members.

Both the PSS Board Executive Unit offices and the scheme administrator's offices provide wheelchair access and facilities.

Appendix I: Glossary

AASB	Australian Accounting Standards Board
AAS25	Australian Accounting Standard 25
ABN	Australian Business Number
ACTU	Australian Council of Trade Unions
AD(JR) Act	<i>Administrative Decisions (Judicial Review) Act 1977</i>
ADF	Australian defence force
ADIC	Addition death and invalidity cover
AIG	American International Group
AFSL	Australian Financial Services Licence
ANAO	Australian National Audit Office
APRA	Australian Prudential Regulation Authority
ARIA	Australian Reward Investment Alliance
ASFA	Association of Superannuation Funds of Australia
ASX	Australian Stock Exchange
ATO	Australian Taxation Office
Board, the	The PSS Board of Trustees
CAC	Complaints Advisory Committee
CDRom	Compact Disc Read-Only Memory
CEO	Chief Executive Officer
CMAPS	Confidential Medical and Personal Statements
Co-contribution	a contribution made by the government to a person's superannuation account
ComSAS	ComSuper's Superannuation Administration System
ComSuper	Commonwealth Superannuation Administration
CPI	Consumer Price index
CPSU	Community and Public Section Union
CSS	Commonwealth Superannuation Scheme
CSS Act	<i>Superannuation Act 1976</i>
ESO	Employer Services Online
fax	facsimile
FBT	Fringe benefit tax
FICS	Finance Industry Complaints Scheme
Finance	Department of Finance
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
FSR	Financial Services Reform
GST	Goods and Services Tax
HR	Human Resources
HTML	Hypertext Markup Language
ICM	Independent Claims Management Pty Ltd
i-Estimator	an online calculator that can be used to project benefits
IFS	Industry Funds Services
illiquid	an asset that cannot be turned easily and quickly into cash
ISBN	International Standard Book Numbering
ISSN	International Standard Serial Number
MSO	Member Services Online
NRMA	National Roads and Motorists' Association Limited
NRMC	Natural Resource Management Consultants
PDS	Product Disclosure Statement

portfolio	collection of investments of a particular fund or investment manager
PSS	Public Sector Superannuation (scheme)
PSSap	Public Sector Superannuation accumulation plan
PSS Act	<i>Superannuation Act 1990</i>
QSI	Quality Service Index
RAC	Reconsideration Advisory Committee
RBL	Reasonable benefit limit
S16	ComSuper sixteenth semester client satisfaction survey
S17	ComSuper seventeenth semester client satisfaction survey
SAA	strategic asset allocation
S&P	Standard and Poors
sector	a category of financial assets
SES	Senior executive service
SIS Act	<i>Superannuation Industry (Supervision) Act 1993</i>
SCT	Superannuation Complaints Tribunal
SLA	Service level agreement
SPIN	Superannuation Product Identification Number
SRC Act	<i>Superannuation (Resolution of Complaints) Act 1993</i>
superannuant	a person receiving a pension from a superannuation fund or RSA
surcharge	Commonwealth Government tax on employer contributions
T9	ComSuper ninth trimester client satisfaction survey
TPD	Total & Permanent Disablement
TTY	Text Telephone (tele-typewriter)
UNEP	United Nations Environment Programme
WC3	World Wide Web Consortium

Symbols

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