

APPENDIX 1

Compliance with Annual Report Requirements

Departmental annual reports must be prepared in accordance with requirements presented to the Parliament by the Prime Minister after approval by the Joint Committee of Public Accounts and Audit. The following table either provides a short statement in relation to each requirement or shows where the relevant information may be found in this report.

Requirement item	Location/statement
Secretary's statement	Letter of transmittal
Aids to access	Table of contents, Introduction, Abbreviations, Appendix 1, Appendix 10.1 (for departmental plans and other major documents), Index For general enquiries about the annual report contact the Director, Corporate Performance and Coordination Section, phone (02) 6250 6162
Portfolio overview	Page 2
Corporate overview	Secretary's overview (page vii) and The Department (page 7)
Social justice and equity	Page 133 and Appendix 5
Internal and external scrutiny	Page 137, and Appendixes 8 and 9
Program performance reporting	Page 11
Discretionary grants	Appendix 13
Staffing overview	Appendixes 3.1-3.5
Performance pay summary	Appendix 3.8
Training summary	Appendix 3.6
Consultancy services summary	Appendix 3.7
Industrial democracy	Appendix 6
Occupational health and safety	Appendix 7
Freedom of information	Appendixes 10.1 and 10.2
Advertising and market research	Appendix 12
Financial statements	Page 227

Portfolio legislation: Lists of enactments or parts of enactments administered by the Attorney-General are available in the consolidated Administrative Arrangements Order and the *Commonwealth Government Directory*. Copies of these documents can be obtained from Government Info Shops (AusInfo).

INFORMATION TO BE MADE AVAILABLE ON REQUEST

Certain information previously contained in annual reports no longer needs to be published, but is to be made available on request. For information on the items listed below please contact the Director, Corporate Performance and Coordination Section, Executive Branch, Attorney-General's Department, Robert Garran Offices, National Circuit, Barton ACT 2600. Telephone number (02) 6250 6162; fax number (02) 6250 5948.

- Access and equity
- Business regulations
- Capital works management
- Claims and losses
- Companies and incorporated associations
- Consultancy services
- Decisions of courts and administrative tribunals
- Environmental matters
- Fraud control
- Inquiries by parliamentary committees
- Non-statutory bodies
- Ombudsman
- Payment of accounts
- Performance pay
- Privacy
- Property usage
- Purchasing (including information technology purchasing arrangements)
- Reports by the Auditor-General
- Statutory authorities and statutory offices—annual reports
- Training and development programs