

DJAG GUIDE TO CLASSIFYING INFORMATION HOLDINGS FOR UPLOADING TO PUBLICATION SCHEME - Appendix 1

SEVEN CLASSES OF INFORMATION	PUBLICATION SCHEME CLASSES OF INFORMATION ¹	EXAMPLES OF INFORMATION
ABOUT US		
<i>Who we are and what we do</i>	<ul style="list-style-type: none"> ☐ agency information ▪ location and contacts ▪ constitutional and legal governance 	"About Us" in the Publication Scheme is linked to "About Us" on DJAG's website.
OUR SERVICES		
<i>The services we offer</i> - The Department of Justice and Attorney-General provides the numerous services.	<ul style="list-style-type: none"> ▪ description of the services offered by the agency, including advice and guidance ▪ booklets and leaflets ▪ transactions and media releases 	"Our Services" in the Publication Scheme is linked to "Our Services Areas" on DJAG's website.
OUR FINANCES		
<i>What we spend and how we spend it</i> - The department publishes a range of financial information including annual reports, service delivery statements, budget highlight documents and grants. This information relates to projected and actual income and expenditure, tendering, procurement and contracts.	<ul style="list-style-type: none"> ▪ financial information relating to projected and actual income and expenditure ☐ tendering / procurement / contracts - Information that relates to competitor pricing or would cause commercial detriment to a tenderer and/or reduce competition, or is requested prior to a process being finalised, will be subject to review prior to release. 	<ul style="list-style-type: none"> ▪ Budget Highlights ☐ Grants Acceptance Certification ☐ Grants Financial Obligations ☐ Grants Outcome Report ☐ Grants information ☐ Certain departmental expenditure ☐ Annual Report <ul style="list-style-type: none"> - Financial Statements - Financial Reports - Overseas Travel Service ▪ Delivery Statements
OUR PRIORITIES		
<i>What our priorities are and how we are doing</i> - Our strategy and performance information, plans, assessments, inspections and reviews.	<ul style="list-style-type: none"> ▪ strategy and performance information ☐ plans assessments ☐ inspections and reviews 	
OUR DECISIONS		
<i>How we make decisions</i> - The Department of Justice and Attorney-General operates within a corporate governance framework. This framework emphasises ethics, openness and public accountability. It is the basis for the department's overall purpose and sets our objectives. It also guides us in managing our information and resources.	<ul style="list-style-type: none"> ▪ policy proposals and decisions ☐ decision-making processes ☐ internal criteria and procedures ☐ consultations 	<ul style="list-style-type: none"> ▪ Terms of Reference ☐ Memoranda of Understanding (MOUs)

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OUR POLICIES		
Our policies and procedures - The department has a large number of rules, policies and guidelines that govern the way we work.	<ul style="list-style-type: none"> ▪ current written protocols for delivering our functions and responsibilities 	<ul style="list-style-type: none"> ▪ Policies and directives ▣ Delegations ▣ Guidelines and fact sheets ▣ Performance management frameworks
OUR LISTS		
Lists and registers - The Department of Justice and Attorney-General holds a number of public registers. Some we are required to hold by law and others relate to the function of the agency or the laws that we administer. Although privacy and confidentiality issues prevent disclosure of some information, other information may be accessed by the public at no cost or for a fee.	<ul style="list-style-type: none"> ▪ information held in registers required by law ▪ other lists and registers relating to the functions of the agency 	<ul style="list-style-type: none"> ▪ Disclosure Log ▪ Information Sheets ▣ Gifts and Benefits Register ▣ Register of JPs and C'decs

¹ Refer to pages 2-3 of the Ministerial Guidelines: Operation of Publication Schemes and Disclosure Logs (under section 21(3) and sections 78, 78A and 78B of the *Right to Information Act 2009*)