

# How to use this report

This is the Secretary's report to the Attorney-General and the Minister for Home Affairs and Justice for the financial year 2011–12. This Annual Report was prepared in accordance with the *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (July 2011) approved by the Joint Committee of Public Accounts and Audit and issued by the Department of the Prime Minister and Cabinet. The report also provides information for the community and stakeholders. The list of requirements (page 354) will direct you to where information required by legislation can be found in the report.

The Annual Report relates the department's performance for 2011–12 on the measures outlined in the Portfolio Budget Statements and the Portfolio Additional Estimates Statements for the same period.

PART 1 introduces readers to the Attorney-General's Department with a review of the year from the Secretary. It also provides a description of the portfolio, the outcome-program framework and the department's organisational structure.

PART 2 reports on how the department performed during the period against its outcome and the departmental and administered programs.

PART 3 details management and accountability processes, including corporate governance, external scrutiny, financial management, human resource management, information and knowledge management, social equity impacts, and ecologically sustainable development and environmental performance processes.

PART 4 contains the audited financial statements for 2011–12.

PART 5 comprises appendixes that provide useful additional information and reports required under specific legislation.