

Departmental Overview

Achieving a Just & Secure Society

Role

The Attorney-General's Department serves the people of Australia by providing essential expert support to the Government in the maintenance and improvement of Australia's system of law and justice.

The Department is the central policy and coordinating element of the Attorney-General's portfolio, for which the Attorney-General and Minister for Justice and Customs are responsible.

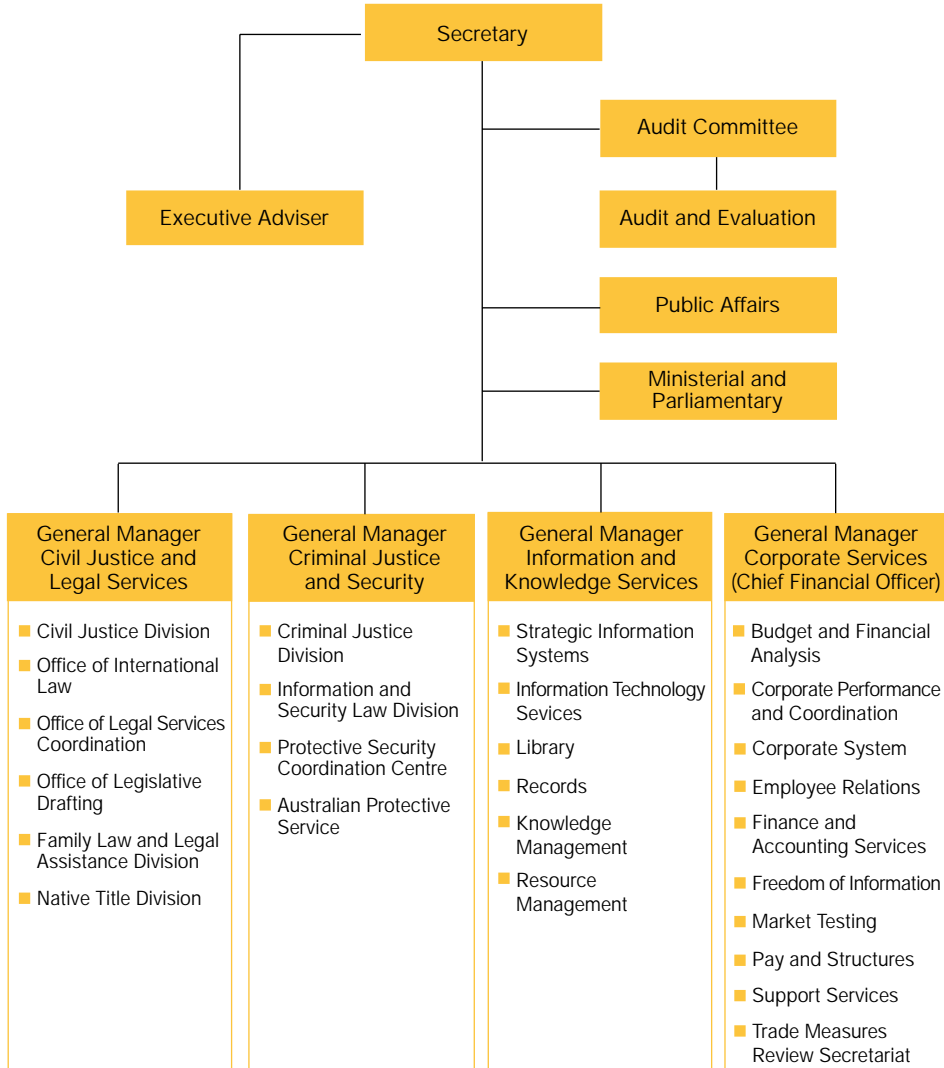
Organisation structure

During the course of the reporting period the Law Enforcement and Coordination Division and the Criminal Law Division within the Criminal Justice and Security Group amalgamated to become the Criminal Justice Division. On 1 July 2000, the Insolvency and Trustee Service, Australia became a Prescribed Agency under the *Financial Management and Accountability Act 1997* and an Executive Agency under the *Public Service Act 1999*.

The CrimTrac Project Office within the Criminal Justice and Security Group ceased to exist on 30 June 2000 as CrimTrac became an Executive Agency on 1 July 2000.

The following chart represents the structure at 30 June 2001.

Organisation structure chart



The Executive

Mr Robert Cornall, Secretary. *Appointed 24 January 2000.*

Mr Geoffrey Dabb, Executive Adviser. *Appointed 17 May 2000.*

Mr Ian Govey, General Manager, Civil Justice and Legal Services. *Appointed 17 May 2000.*

Mr Ian Carnell, General Manager, Criminal Justice and Security. *Appointed 17 May 2000.*

Mr Peter LeRoy, General Manager, Information and Knowledge Services. *Appointed 19 June 2000.*

Mr Geoff Hine, General Manager, Corporate Services. *Appointed 4 December 1997.*

Ms Renee Leon, *Executive Member to 26 February 2001.*

Ms Philippa Lynch, *Executive Member from 5 March 2001.*

Division and Office functional responsibilities

Summary functional statements for the various divisions and offices within broad structural groupings follow. Detailed functional descriptions below the divisional level are contained in the Freedom of Information Section 8 Statement at Appendix 2.

Civil Justice and Legal Services Group

The **Civil Justice Division** is responsible for legal and policy advice on laws concerning human rights and humanitarian law, administrative law, evidence, service and execution of process, legal practice and procedure, and courts and tribunals. It is also responsible for promoting international cooperation on civil legal procedures.

The **Office of International Law** provides legal advice and advocacy services on issues involving international law including international trade law, and assists with the development and implementation of international law projects. The Office also undertakes international human rights report writing and complaints work.

The **Office of Legislative Drafting** is responsible for drafting legislative instruments and for giving advice about drafting and interpreting legislative instruments to the Attorney-General, to other Ministers and to departments and agencies. The Office is also responsible for the consolidation of Commonwealth legislation and the management and operation of the SCALEplus and Legislative Instruments databases.

The **Office of Legal Services Coordination** supports the Attorney-General in the performance of his First Law Officer role. This support includes providing advice on litigation policy and guidance on outsourcing of the Commonwealth's legal work. The Office is also responsible for advising the Attorney-General on constitutional policy issues and censorship. The Office coordinates departmental support for the Standing Committee of Attorneys-General and provides the International Legal Services Advisory Council with a secretariat and with advice on international trade in legal services.

The **Native Title Division** is responsible for the formulation and provision of policy advice on native title and for assisting the Attorney-General in the administration of the

Native Title Act 1993. This includes advising on the operation of the Native Title Act; working with State and Territory Governments on the implementation of alternative native title regimes; developing agreed conditions for the provision of financial assistance to States and Territories; and managing Commonwealth involvement in native title litigation.

The **Family Law and Legal Assistance Division** is responsible for the development and implementation of Commonwealth policy on family law and legal aid, including primary dispute resolution, and for the coordination of the provision of legal assistance services nationally. The Division also provides research and support services to the Family Law Council.

Criminal Justice and Security Group

The **Criminal Justice Division** is responsible for legal and policy advice, and for the administration and improvement of legislation and international arrangements (bilateral and multilateral) relating to criminal law and the criminal justice process. The Division is also responsible for policy matters relating to the operational law enforcement agencies, the National Firearms program and administration of the National Crime Prevention program. It also provides secretariat support to the Ministerial Council on the Administration of Justice.

The **Information and Security Law Division** is responsible for developing policy and providing advice on law relating to national security, privacy and intellectual property rights, and on electronic commerce.

The **Protective Security Coordination Centre** is responsible for policy advice on protective security and related national security matters, and administers the Australian Security Vetting Service. It coordinates protection arrangements for high-risk persons, premises and facilities, including Ministers and their staff, visiting foreign dignitaries and foreign diplomats.

The **Australian Protective Service** is a non-budget funded organisation operating under the *Australian Protective Service Act 1987*. The Australian Protective Service provides a range of training, consultancy, specialist services, alarm monitoring and protective security services on a full cost-recovery basis. Australian Protective Service clients primarily include government departments responsible for sensitive defence and scientific establishments and the residences of the Prime Minister and the Governor-General, and diplomatic and consular premises at more than 400 locations throughout Australia. The Australian Protective Service provides protective security services to other organisations where this is permitted under the Act. It also provides counter-terrorist first response services to Australia's major airports.

Information and Knowledge Services Group

This Group provides services and support in the areas of information technology, information systems development and information management practices (including knowledge management, records management and archival services). The Group is also responsible for library services, voice and data communications, Internet services (including Australian Law Online (www.law.gov.au) and the Attorney-General's Department Internet site (www.ag.gov.au)) and contract management.

Corporate Services

Corporate Services provides advice and services to the departmental Executive and the portfolio Ministers, and provides general support in the areas of:

- budget and financial analysis
- corporate performance
- corporate systems
- employee relations
- finance and accounting services
- market testing
- pay operations
- support services.

Corporate Services also provides the Trade Measures Review Secretariat for the Trade Measures Review Officer.