


From: OLSC <olsc@ag.gov.au>
Sent: Tuesday, 18 June 2024 10:24 AM
To:
Cc: OLSC
Subject: Due by 29 August 2024 - OLSC - Reserve Bank of Australia - 2023-24 - Commonwealth Compliance - Annual Certificate of Compliance Reporting Request [SEC=OFFICIAL]
Attachments: Annual Certificate of Compliance Form - template - 2023- 2024.DOCX; Checklist - Annual Certificate of Compliance Reporting.DOCX

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

OFFICIAL

Dear Colleagues

We write to request your entity's **Annual Certificate of Compliance** under the *Legal Services Directions 2017* for the 2023-24 financial year. Your entity will receive a separate email in relation to its annual **legal services expenditure** reporting obligations under the Directions.

For the period 2023-24, the completed Annual Certificate of Compliance must be sent to the Office of Legal Services Coordination (OLSC) mailbox at olsc@ag.gov.au.

Information about the obligation, what information your entity needs to complete, and further guidance is in the table below.

The requirement to provide your entity's Annual Certificate of Compliance by the relevant date is a legal obligation imposed on entities by the Directions, and failure to report by that date amounts to non-compliance by the entity. If you think you will not be able to meet the required deadline, please contact OLSC as early as possible to seek an extension of time. Only extensions of time approved prior to the relevant deadline will avoid non-compliance with the Directions.

Any questions relating to this request should be directed to OLSC@ag.gov.au or (02) 6141 3642.

OLSC Reporting – 2023-24	
Obligations	
<i>Annual Certificate of Compliance</i>	
What is required	<p>Under paragraph 11.2 of the Legal Services Directions 2017 (Directions), non-corporate Commonwealth entities (NCCs) must report their compliance with the Directions to OLSC within 60 days of the end of the financial year.</p> <p>Under paragraph 12.3(f) of the Directions, corporate Commonwealth entities (CCEs) other than Government Business Enterprises only have to report in respect of paragraph 11.2(ba) regarding the use of persons appointed by the Attorney-General under section 63 of the <i>Judiciary Act 1903</i> to receive service of proceedings on the Commonwealth.</p>

Deadline	No later than 29 August 2024 .
Legal Services Expenditure Reporting	
You will receive a separate email from OLSC regarding Legal Services Expenditure Reporting requirements for 2023-24. Please refer to that email for details.	
What you need to complete	
NCCEs	
<ul style="list-style-type: none"> Annual Certificate of Compliance template (attached), in its entirety, submitted to OLSC@ag.gov.au by 29 August 2024. [NOTE: The Compliance Checklist is provided for agency internal use only and does not need to be submitted to OLSC.] 	
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<ul style="list-style-type: none"> Only section (c) of the Annual Certificate of Compliance template (attached) submitted to OLSC@ag.gov.au by 29 August 2024. 	
Further information	
Where to send your entity's completed Annual Certificate of Compliance	<p>Please reply to this email to send the completed Annual Certificate of Compliance to OLSC@ag.gov.au.</p> <ul style="list-style-type: none"> Please save the signed certificate using the following naming convention: OLSC – [Name of Agency] (acronym) – 2023-24 Annual Certificate of Compliance – [date sent to OLSC - DD MONTH YYYY] Example: OLSC – Attorney-General's Department (AGD) – 2023-24 Annual Certificate of Compliance – 1 August 2024
Can I seek an extension for my entity to provide the Annual Certificate of Compliance?	<p>If your entity is unable to meet the specified deadline, you may submit a request for an extension in writing to OLSC@ag.gov.au. Please do this at your earliest opportunity, and in all circumstances prior to the relevant deadline.</p> <p>You must provide detailed reasons why your entity is unable to comply with the deadline and provide OLSC with an alternative date by which the obligation will be satisfied.</p> <p>If your entity fails to report by the deadline and has not sought an extension prior to the deadline, a breach of the Directions may be recorded.</p> <p>Please note: Separate extension requests will be required for the Legal Services Expenditure Reporting and the Annual Certificate of Compliance.</p>
Do MoG changes affect reporting?	Where MoG changes occurred during the financial year, the gaining entity (i.e., the entity that has the function on 30 June 2024) should report in relation to the transferred function for the full financial year.

<p>Where to find further guidance</p>	<p>Guidance Note 3 (Compliance with the Directions) provides information on the entities' obligations in reporting compliance to OLSC.</p> <p>The Annual Certificate of Compliance is accompanied by a Compliance Checklist for agency internal use only. This checklist does not need to be submitted to OLSC.</p>
<p>Contacts</p>	<p>If you have any questions in relation to compliance reporting, or believe you have received this email by mistake, please contact OLSC@ag.gov.au or phone (02) 6141 3642.</p> <p>Questions relating to Legal Services Expenditure Reporting should be directed to LSER@ag.gov.au.</p>

Kind regards
Michael

Michael Johnson

Assistant Secretary
Office of Legal Services Coordination
Attorney-General's Department
3-5 National Circuit | Barton ACT 2600

T: | M:

E:

OFFICIAL

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Legal Services Directions 2017 – Annual Certificate of Compliance 2023–24

[Name of Entity]

Paragraph 11.2 of the *Legal Services Directions 2017* (Directions) requires a non-corporate Commonwealth entity to provide a certificate to OLSC within 60 days of the end of each financial year setting out the extent to which the entity has complied with the Directions. Submitting an appropriately completed Annual Certificate of Compliance satisfies this obligation.

Note 1: Corporate Commonwealth entities (CCEs) only need to complete section (c) of this form. Non-corporate Commonwealth entities (NCCEs) must complete all sections.

Note 2: The Compliance Checklist can assist in determining your entity’s compliance with the Directions for this financial year. The Checklist is for entity internal purposes only and does not need to be submitted to OLSC.

I, *[Name of Accountable Authority]*, Accountable Authority of *[NAME OF ENTITY]*, certify under the *Legal Services Directions 2017* that during the financial year 2023–24:

- (a) this entity reported to OLSC as soon as practicable, all apparent or possible non-compliance with the Directions, or allegations of non-compliance of which the entity is aware:

Yes No

[If no, please list below all previously unreported apparent, possible or alleged instances of non-compliance. Please refer to the Compliance Checklist and paragraph 11.1(d) of the Directions for further detail about the information required.]

Note: *If there are no previously unreported apparent, possible or alleged instances of non-compliance with the Directions identified, please tick Yes.*

- (b) this entity has appropriate management strategies and practices in place to ensure compliance with the Directions:

Yes No

[If no, please advise how the entity intends to improve the internal systems and procedures to ensure compliance with the Directions and to respond to apparent, possible or alleged non-compliance.]

(c) this entity has used person/persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903* to receive service in proceedings to which the Commonwealth is a party:

Yes Not applicable

[If yes, please provide details and attach the list to this Certificate. This part refers to where the entity has used a law firm, including the Australian Government Solicitor, who has been appointed under section 63 only to receive [service of court documents](#) that name the Commonwealth as a party. Further information is in paragraph 11.2(ba) of the Directions and Guidance Note 9.]

Signed: *[Signature of Accountable Authority]*

[Title]

[day/month/year]



Annual Certificate of Compliance Reporting

Compliance Checklist

This Compliance Checklist can assist you in determining your entity's compliance with the *Legal Services Directions 2017* (Directions) over this financial year for the purposes of completing the Annual Compliance Certificate. It sets out key obligations in the Directions (though not every obligation). It will help you to answer questions (a), (b) and (c) in the Annual Compliance Certificate about whether:

- You reported any alleged, possible or actual non-compliance to OLSC
- You have appropriate management strategies and practices in place to ensure compliance, and
- You have provided details of your entity's use of persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903*.

This checklist is for your entity's internal use only and does not need to be submitted to OLSC.

	Obligations under the <i>Legal Services Directions 2017</i> In the most recent Financial Year, has your entity always complied with the requirement to:	Yes/No/Not Applicable
1	Engage tied providers to do constitutional, cabinet, national security, public international law or drafting work in accordance with Appendix A and Paragraph 2, unless a relevant approval was in place	
2	Report a significant issue to the Attorney-General or OLSC in accordance with Paragraph 3.1	
3	Only settling a claim reported as a significant issue with the agreement of the Attorney-General pursuant to Paragraph 3.2	
4	Comply with an instruction from the Attorney-General about the handling of claims or the conduct of litigation pursuant to Paragraph 4.1	
5	Comply with the model litigant obligation pursuant to Appendix B and Paragraph 4.2	
6	Handle claims and conduct litigation in accordance with legal principle and practice pursuant to Paragraph 4.3	
7	Handle monetary claims in accordance with the Directions on Handling Monetary Claims at Appendix C and Paragraph 4.4	
8	Comply with obligations on the disclosure of a settlement pursuant to Paragraphs 4.5 and 4.5A	
9	Only objecting or consenting to the jurisdiction of a State or Territory court or tribunal with the Attorney-General's approval (Paragraphs 4.6 and 4.6A)	
10	Obtain written legal advice from lawyers the agency is able to use in the proceedings that there are reasonable grounds for commencing court proceedings, before commencing proceedings pursuant to Paragraph 4.7	

11	Only using in-house lawyers to conduct court litigation as solicitor on the record or as counsel with the approval of the Attorney-General pursuant to Paragraph 5	
12	Engage counsel in accordance with Appendix D and Paragraph 6	
13	Comply with the requirements relating to public interest immunity where a request or demand to provide documents or information arises in the conduct of litigation pursuant to Paragraph 7	
14	Waiving obligations in relation to limitation periods pursuant to Paragraph 8	
15	Comply with the requirements of Appendix E to the Directions when providing financial assistance to a Commonwealth employee pursuant to Paragraph 9	
16	Comply with the requirements of Appendix F to the Directions when procuring legal services from external legal service providers pursuant to Paragraph 9A	
17	Consulting with the administering agency on a request for advice pursuant to Paragraph 10	
18	Taking reasonable steps to share advice that may be significant to other agencies with those agencies pursuant to Paragraph 10.8	
19	Advise the Secretary of the Attorney-General's Department where a request for advice has been made to AGS about a constitutional law matter pursuant to Paragraph 10A	
20	Give reports as soon as practicable to OLSC about possible, apparent or alleged breaches of the Directions pursuant to Paragraph 11.1(d).	
21	All matters required to be approved by, or notified to, the Attorney-General or OLSC are raised promptly.	

Note: Only instances of non-compliance with the Directions *that have not already been reported to OLSC* need to be referenced in the Certificate of Compliance.

<p>Have you used a person or persons appointed by the Attorney-General under s 63 of the <i>Judiciary Act 1903</i> to receive service in proceedings where the Commonwealth is a party?</p>
<p>If yes, (in accordance with paragraph 11.2(ba)) in respect of each proceeding, please provide the following information in an attachment to the Certificate of Compliance:</p> <ul style="list-style-type: none"> • name of the persons who received service • proceedings in which the appointed person received service • issues raised in proceedings in which appointed persons received service • nature of each document served on the appointed persons • date on which these documents were served, and • date on which the agency or OLSC was advised of the receipt of service of each document by the appointed person.
<p><i>[Note - This information should be added to the compliance certificate at question (c).]</i></p>

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Is there any other information relevant to the entity's compliance with the Directions that you have not already provided?

[Note: This information can be provided to OLSC as an attachment to the signed Annual Certificate of Compliance.]

From:
Sent: Tuesday, 6 August 2024 12:28 PM
To: 'OLSC'
Cc:
Subject: OLSC - Reserve Bank of Australia (RBA) - 2023-24 Annual Certificate of Compliance - 6 August 2024 [SEC=OFFICIAL]
Attachments: OLSC - Reserve Bank of Australia (RBA) - 2023-24 Annual Certificate of Compliance - 6 August 2024.PDF

Dear OLSC Colleagues.


I attach the Annual Certificate of Compliance for the Reserve Bank of Australia.

Please confirm receipt.

Regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
p: | e: | w: www.rba.gov.au

From: OLSC <olsc@ag.gov.au>
Sent: Tuesday, June 18, 2024 10:24 AM
To:
Cc: OLSC <olsc@ag.gov.au>
Subject: Due by 29 August 2024 - OLSC - Reserve Bank of Australia - 2023-24 - Commonwealth Compliance - Annual Certificate of Compliance Reporting Request [SEC=OFFICIAL]

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<p>Where to find further guidance</p>	<p>Guidance Note 3 (Compliance with the Directions) provides information on the entities' obligations in reporting compliance to OLSC.</p> <p>The Annual Certificate of Compliance is accompanied by a Compliance Checklist for agency internal use only. This checklist does not need to be submitted to OLSC.</p>
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Kind regards
Michael

Michael Johnson
Assistant Secretary
Office of Legal Services Coordination
Attorney-General's Department
3-5 National Circuit | Barton ACT 2600
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From: OLSC <olsc@ag.gov.au>
Sent: Tuesday, 6 August 2024 3:47 PM
To:
Cc: OLSC
Subject: RE: OLSC - Reserve Bank of Australia (RBA) - 2023-24 Annual Certificate of Compliance - 6 August 2024 [SEC=OFFICIAL]
Attachments: OLSC - Reserve Bank of Australia (RBA) - 2023-24 Annual Certificate of Compliance - 6 August 2024.PDF

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Dear

Thank you for your email of 6 August 2024. I confirm that we have received the **attached** Annual Certificate of Compliance for the Reserve Bank of Australia.

OLSC will process the certificate and will be in touch if we require any further information.

Kind regards

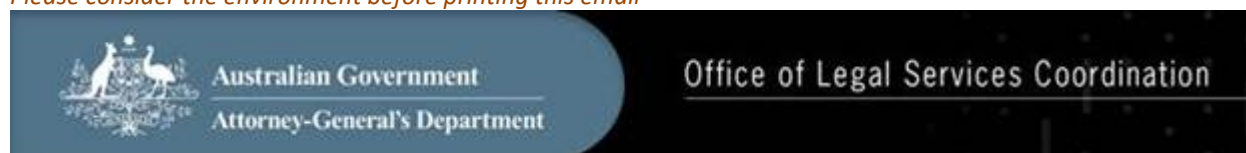
Office of Legal Services Coordination

Attorney-General's Department

3 - 5 National Circuit | Barton ACT 2600

T: 02 6141 3642 | E: OLSC@ag.gov.au

Please consider the environment before printing this email



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Subject: CM: OLSC - Reserve Bank of Australia (RBA) - 2023-24 Annual Certificate of Compliance - 6 August 2024 [SEC=OFFICIAL]

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Michael Johnson

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Disclaimer

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Legal Services Directions 2017 – Annual Certificate of Compliance 2023–24

RESERVE BANK OF AUSTRALIA

I, _____ of the Reserve Bank of Australia (RBA) have the authority of the RBA's accountable authority, the Governor, to issue this certificate. I certify under the *Legal Services Directions 2017* that during the financial year 2023–24 (corporate Commonwealth entities only need to complete section (c)):

~~(a) this entity reported to OLSC as soon as practicable, all apparent or possible non-compliance with the Directions, or allegations of non-compliance of which the entity is aware:~~

~~Yes No~~

~~*[If no, please list below all previously unreported apparent, possible or alleged instances of non-compliance. Please refer to the Compliance Checklist and paragraph 11.1(d) of the Directions for further detail about the information required.]*~~

~~**Note:** *If there are no previously unreported apparent, possible or alleged instances of non-compliance with the Directions identified, please tick Yes.*~~

(b) this entity has appropriate management strategies and practices in place to ensure compliance with the Directions:

Yes No

~~*[If no, please advise how the entity intends to improve the internal systems and procedures to ensure compliance with the Directions and to respond to apparent, possible or alleged non-compliance.]*~~

(c) this entity has used person/persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903* to receive service in proceedings to which the Commonwealth is a party:


Yes Not applicable

~~*[If yes, please provide details and attach the list to this Certificate. This part refers to where the entity has used a law firm, including the Australian Government Solicitor, who has been appointed under section 63 only to receive service of court documents that name the Commonwealth as a party. Further information is in paragraph 11.2(ba) of the Directions and Guidance Note 9.]*~~

Signed:

6 August 2024

From: OLSC <olsc@ag.gov.au>
Sent: Thursday, 22 August 2024 3:41 PM
To: OLSC
Cc: Legal Service Expenditure Report
Subject: Further Reminder - Due by 29 August 2024 - OLSC - 2023-24 - Commonwealth Compliance - Annual Certificate of Compliance Reporting Request [SEC=OFFICIAL]
Attachments: Annual Certificate of Compliance Form - template - 2023- 2024.DOCX; Checklist - Annual Certificate of Compliance Reporting.DOCX

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I am writing to further remind you that the Annual Certificate of Compliance for 2023-24 is due to the Office of Legal Services Coordination (OLSC) by **29 August 2024**.

We thank those entities that have already provided their Annual Certificate of Compliance. If your entity has already provided the Certificate, please disregard this email.

For those entities that have not yet provided the Certificate, please provide your Certificate in response to the 18 June 2024 originating email from OLSC@ag.gov.au. Please respond to that email when providing your Certificate.

We look forward to receiving outstanding Certificates within the deadline.

Kind regards

| Principal Legal Officer

Legal Services Policy Section | Office of Legal Services Coordination
Attorney-General's Department
T: +61 2 6141 3642



We acknowledge the traditional custodians of this land and celebrate their ongoing culture and contribution to society.

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[Name of Entity]

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- (a) this entity reported to OLSC as soon as practicable, all apparent or possible non-compliance with the Directions, or allegations of non-compliance of which the entity is aware:

Yes No

[If no, please list below all previously unreported apparent, possible or alleged instances of non-compliance. Please refer to the Compliance Checklist and paragraph 11.1(d) of the Directions for further detail about the information required.]

Note: *If there are no previously unreported apparent, possible or alleged instances of non-compliance with the Directions identified, please tick Yes.*

- (b) this entity has appropriate management strategies and practices in place to ensure compliance with the Directions:

Yes No

[If no, please advise how the entity intends to improve the internal systems and procedures to ensure compliance with the Directions and to respond to apparent, possible or alleged non-compliance.]

(c) this entity has used person/persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903* to receive service in proceedings to which the Commonwealth is a party:

Yes Not applicable

[If yes, please provide details and attach the list to this Certificate. This part refers to where the entity has used a law firm, including the Australian Government Solicitor, who has been appointed under section 63 only to receive [service of court documents](#) that name the Commonwealth as a party. Further information is in paragraph 11.2(ba) of the Directions and Guidance Note 9.]

Signed: *[Signature of Accountable Authority]*

[Title]

[day/month/year]



Annual Certificate of Compliance Reporting

Compliance Checklist

This Compliance Checklist can assist you in determining your entity's compliance with the *Legal Services Directions 2017* (Directions) over this financial year for the purposes of completing the Annual Compliance Certificate. It sets out key obligations in the Directions (though not every obligation). It will help you to answer questions (a), (b) and (c) in the Annual Compliance Certificate about whether:

- You reported any alleged, possible or actual non-compliance to OLSC
- You have appropriate management strategies and practices in place to ensure compliance, and
- You have provided details of your entity's use of persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903*.

This checklist is for your entity's internal use only and does not need to be submitted to OLSC.

	Obligations under the <i>Legal Services Directions 2017</i> In the most recent Financial Year, has your entity always complied with the requirement to:	Yes/No/Not Applicable
1	Engage tied providers to do constitutional, cabinet, national security, public international law or drafting work in accordance with Appendix A and Paragraph 2, unless a relevant approval was in place	
2	Report a significant issue to the Attorney-General or OLSC in accordance with Paragraph 3.1	
3	Only settling a claim reported as a significant issue with the agreement of the Attorney-General pursuant to Paragraph 3.2	
4	Comply with an instruction from the Attorney-General about the handling of claims or the conduct of litigation pursuant to Paragraph 4.1	
5	Comply with the model litigant obligation pursuant to Appendix B and Paragraph 4.2	
6	Handle claims and conduct litigation in accordance with legal principle and practice pursuant to Paragraph 4.3	
7	Handle monetary claims in accordance with the Directions on Handling Monetary Claims at Appendix C and Paragraph 4.4	
8	Comply with obligations on the disclosure of a settlement pursuant to Paragraphs 4.5 and 4.5A	
9	Only objecting or consenting to the jurisdiction of a State or Territory court or tribunal with the Attorney-General's approval (Paragraphs 4.6 and 4.6A)	
10	Obtain written legal advice from lawyers the agency is able to use in the proceedings that there are reasonable grounds for commencing court proceedings, before commencing proceedings pursuant to Paragraph 4.7	

11	Only using in-house lawyers to conduct court litigation as solicitor on the record or as counsel with the approval of the Attorney-General pursuant to Paragraph 5	
12	Engage counsel in accordance with Appendix D and Paragraph 6	
13	Comply with the requirements relating to public interest immunity where a request or demand to provide documents or information arises in the conduct of litigation pursuant to Paragraph 7	
14	Waiving obligations in relation to limitation periods pursuant to Paragraph 8	
15	Comply with the requirements of Appendix E to the Directions when providing financial assistance to a Commonwealth employee pursuant to Paragraph 9	
16	Comply with the requirements of Appendix F to the Directions when procuring legal services from external legal service providers pursuant to Paragraph 9A	
17	Consulting with the administering agency on a request for advice pursuant to Paragraph 10	
18	Taking reasonable steps to share advice that may be significant to other agencies with those agencies pursuant to Paragraph 10.8	
19	Advise the Secretary of the Attorney-General's Department where a request for advice has been made to AGS about a constitutional law matter pursuant to Paragraph 10A	
20	Give reports as soon as practicable to OLSC about possible, apparent or alleged breaches of the Directions pursuant to Paragraph 11.1(d).	
21	All matters required to be approved by, or notified to, the Attorney-General or OLSC are raised promptly.	

Note: Only instances of non-compliance with the Directions *that have not already been reported to OLSC* need to be referenced in the Certificate of Compliance.

<p>Have you used a person or persons appointed by the Attorney-General under s 63 of the <i>Judiciary Act 1903</i> to receive service in proceedings where the Commonwealth is a party?</p>
<p>If yes, (in accordance with paragraph 11.2(ba)) in respect of each proceeding, please provide the following information in an attachment to the Certificate of Compliance:</p> <ul style="list-style-type: none"> • name of the persons who received service • proceedings in which the appointed person received service • issues raised in proceedings in which appointed persons received service • nature of each document served on the appointed persons • date on which these documents were served, and • date on which the agency or OLSC was advised of the receipt of service of each document by the appointed person.
<p><i>[Note - This information should be added to the compliance certificate at question (c).]</i></p>

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Is there any other information relevant to the entity's compliance with the Directions that you have not already provided?

[Note: This information can be provided to OLSC as an attachment to the signed Annual Certificate of Compliance.]



Assistance to Staff for Legal Proceedings

March 2025

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Version Control

Version	2.3
Date	1 March 2025
Document Approver	Goverance Board
Document Administrator	Legal Section
Document Control ID	D16/133550
Date Next Review Due	June 2026

1. Purpose

This policy concerns the handling of requests for assistance in relation to legal proceedings (including potential or threatened legal proceedings) as well as subpoenas and parliamentary and other formal inquiries and commissions. It sets out the circumstances in which, and the terms on which, the Bank will provide assistance to staff in relation to legal proceedings.

It is the Bank's policy to support staff who have acted reasonably and responsibly, including in supporting a staff member to appropriately limit the circumstances where he or she may be liable to a third party.

1.1 Who does this policy apply to?

This policy applies to you if you:

- (a) are an employee of the Bank, the Governor or the Deputy Governor; or
- (b) occupy a position (as a contractor, consultant, agency employee or otherwise) within the organisational structure of the Bank.

References to 'staff' in this Policy include people in both of the categories above.

1.2 What this policy does not cover

This policy does not cover:

- (a) administrative law challenges that do not include damages claims. The costs of defending administrative law challenges are paid by the Bank. However, where an administrative law challenge is coupled with a damages claim against an individual, this Policy applies to the defence of the damages claim;
- (b) disciplinary proceedings taken against a staff member by the Bank;
- (c) proceedings against a person relating to their acts or omissions in their capacity as:
 - (i) a member or former member of any Board of the Bank; or
 - (ii) a director or former director of a subsidiary of the Bank or other corporation in which the Bank is or was a shareholder; or
- (d) proceedings arising out of a motor vehicle incident where the staff member's liability is insured or where the Bank considers that the staff member's liability should reasonably have been insured (in particular, where the staff member received an allowance that includes an insurance component).

2. Legal assistance to staff

2.1 Criteria for assistance

Expenditure will normally be approved to assist a staff member who is a defendant in civil or criminal proceedings if that expenditure is not for a liability or cost of a type prohibited by section 22B of the *Public Governance, Performance and Accountability Rule 2014* (see section 2.2) and:

- (a) the proceedings arose out of an incident that relates to their employment or engagement by the Bank; and
- (b) the staff member acted reasonably and responsibly (see section 2.3).

2.2 When the law prohibits assistance

Section 22B of the *Public Governance, Performance and Accountability Rule 2014* prevents the Bank from paying, or agreeing to pay, for any of the following liabilities or costs incurred by an employee and, notwithstanding anything else in this policy, expenditure will not be approved for any staff member (whether or not an employee) for any of these liabilities or costs:

- (a) a liability (other than a liability for legal costs):
 - (i) to pay a pecuniary penalty for the contravention of, or an offence against, a law of the Commonwealth, a State or a Territory;
 - (ii) to the Bank or Note Printing Australia Limited (NPA); or
 - (iii) to someone (other than the Bank or NPA) where the liability arose of conduct that was not in good faith;
- (b) legal costs incurred in defending an action for a liability if the legal costs are incurred:
 - (i) in defending or resisting proceedings in which an outcome is that the staff member is found to be liable and the liability is one referred to in paragraph (a); or
 - (ii) in defending or resisting criminal proceedings in which an outcome is that the staff member is found guilty.

The outcome of proceedings is the outcome of the proceedings including any appeal in relation to the proceedings (but see section 2.5(b) in relation to appeals).

2.3 Requirement that staff member has acted reasonably and responsibly

- (a) In relation to civil proceedings the requirement that a staff member has acted reasonably and responsibly does not of itself preclude the provision of assistance to a staff member who has acted, or is alleged to have acted, negligently (that is, failed to exercise the legal standard of 'reasonable care' owed in the circumstances). Rather, the requirement that a staff member has acted reasonably and responsibly is intended to preclude, at a minimum, the provision of assistance in circumstances where the Bank would be likely to seek contribution or indemnity from the staff member if the Bank were itself sued in relation to the same matter. A decision to seek contribution or indemnity will normally be appropriate only where the staff member's conduct involved serious or wilful misconduct or culpable negligence.
- (b) If it is not clear whether the staff member has acted reasonably and responsibly, the Bank may defer a decision on assistance until the conclusion of the proceedings, or agree to fund the staff member's defence but defer a decision on whether to fund any costs or damages payable to another party by the staff member until after the facts are ascertained, for example, by a court.

2.4 Basis for providing assistance for costs or damages

Assistance to a staff member:

- (a) in relation to costs or damages payable to another party by the staff member (including as a result of agreeing to a reasonable settlement) in **civil** proceedings will normally only be available on condition that the staff member has agreed that the staff member's defence (which for the purposes of this Policy includes any cross claim or counterclaim and any negotiation of, or seeking, a settlement) will be controlled by the Bank and that the staff member will provide all assistance required by the Bank in the conduct of the defence;

- (b) in relation to costs incurred in **criminal** proceedings against the staff member and any penalty payable by the staff member as a result of those criminal proceedings will not be conditional upon that employee agreeing that the staff member's defence will be controlled by the Bank. However, assistance in the form of payment is subject to:
 - (i) the condition that only costs and expenses of the staff member to which the Bank has given its approval will be paid (and these may be paid before a verdict on the relevant charges); and
 - (ii) the terms of subparagraph 1.1.11(e)(ii) apply to any fine or penalty or any order to pay the costs of another party.
- (c) for payment of costs or damages may be refused if a staff member has failed to notify the Bank of the relevant proceedings, or of the circumstances that gave rise to the relevant proceedings, within a reasonable time of becoming aware of them and the delay may prejudice the Bank's position;
- (d) for payment of costs or damages in civil proceedings may be refused if assistance is not provided by the staff member as required by paragraph (a); and
- (e) for legal and associated costs will be by way of advance, which will be repayable to the Bank by the staff member:
 - (i) in criminal cases, if the staff member is found guilty; or
 - (ii) in other cases, in the circumstances, if any, specified by the Bank at the time of the advance.

2.5 Level of assistance

- (a) Subject to the other provisions of this Policy, assistance to a staff member may involve approval to pay:
 - (i) the costs of the staff member's legal representation or related costs of the staff member's involvement in the proceedings (for example, to travel to attend the proceedings);
 - (ii) any damages and legal costs awarded against the staff member;
 - (iii) a reasonable amount payable by the staff member in settlement of the proceedings; and
 - (iv) a fine or penalty imposed on the staff member (unless it is one referred to in section 2.2(a)(i)).
- (b) Unless the approval expressly applies to an appeal or consideration of a possible appeal, an approval to give assistance is not to be taken as applying to an appeal or consideration of a possible appeal. Where an approval extends to an appeal, that approval may be revoked by notice given to the staff member at any time.
- (c) Approval of expenditure for a staff member's legal representation, for related costs or for legal costs payable by the staff member to another party:
 - (i) is to be given only for an amount that is reasonable, having regard to the nature of the matter; and
 - (ii) in the case of criminal proceedings, is subject to paragraph (e).

- (d) Without limiting paragraph (c), payments for counsel are to be made in accordance with the directions on Engagement of Counsel, at Appendix D to the *Legal Services Directions 2017*, as qualified or amended by any exemption the Bank holds at the relevant time relating to fees payable to counsel. The Bank will monitor the conduct of the proceedings to ensure that the staff member's costs of legal representation and other related costs and the Bank's possible ultimate exposure to liability are within reasonable limits. In addition, the Bank will take appropriate steps to satisfy itself that any legal costs or damages payable by the staff member to another party are reasonable.
- (e) In relation to criminal proceedings:
 - (i) assistance in relation to the defence of an indictable offence is to be limited initially to the preparation and conduct of committal proceedings; and
 - (ii) a decision about assistance in the form of payment of a fine or penalty imposed on, or costs of another party awarded against, a staff member (including an assessment of whether the criteria for assistance in section 2.1 have been met) will be made after, and taking into account, the decision of the relevant court.

2.6 Inquiries and commissions

Expenditure may be approved for a staff member to be legally represented in connection with a parliamentary or other formal inquiry or commission (including an inquest) and for other costs (such as travel) related to an inquiry or commission if:

- (a) it is in the interests of the Bank and relates to the staff member's employment or engagement with the Bank; and
- (b) the expenditure does not relate to a challenge to the validity, or conduct, of an inquiry or commission.

Approval of expenditure is only to be given for an amount that is reasonable, having regard to the nature of the inquiry or commission.

2.7 Subpoenas

- (a) Expenditure may be approved for the costs of legal representation and other related costs of a staff member in responding to a subpoena issued to them in their own name that relates to their employment or engagement with the Bank or facts or circumstances arising in the course of that employment or engagement. The approval is to be given only for an amount that is reasonable, having regard to the nature of the subpoena.
- (b) It is a condition of assistance under paragraph (a) that the Bank is to be consulted in relation to disclosure or non-disclosure of Bank documents and information to ensure that an appropriate position can be taken.

2.8 Assistance to staff members as plaintiffs

- (a) Expenditure will not be approved to assist a staff member to institute proceedings for defamation arising in the course of the performance of their duties (either for representation or the payment of legal costs). Similarly, assistance will not be provided for any other action relating to alleged defamation, such as assistance to uphold a person's reputation, legally challenge comments damaging to a person's reputation, or in obtaining an apology (as distinct from a letter merely seeking to correct the record). The policy is the same even if the staff member offers to pay to the Bank any damages that they may receive. The Bank has this policy

because funding defamation proceedings could give rise to a public perception that the Bank was seeking to prevent legitimate criticism.

- (b) The Bank retains the discretion to consider on a case-by-case basis whether to fund legal costs for any type of legal proceedings by a staff member relating to a matter arising from their employment or engagement that are not defamation proceedings or proceedings of a type referred to in paragraph (a). However, the Bank would do so only where this was in the interests of the Bank, and such circumstances are likely to be exceptional.

3. Who makes the decision to assist?

- (a) Subject to paragraph (b), a decision whether to provide assistance to a staff member for legal proceedings under this Policy is a matter for the Governor. However, if the request for assistance is made by the Governor, the Deputy Governor will refer the matter to the Governance Board for decision.
- (b) A decision to provide assistance under section 2.7 dealing with subpoenas may be made by a Head of Department or Assistant Governor after consultation with the General Counsel.

4. Legal representation

- (a) If a staff member is to be provided with assistance in the form of payment of any costs or damages payable in civil proceedings, and the Bank is also a defendant in the proceedings, the solicitors engaged to represent the Bank are also to be engaged to represent the staff member. This will save on legal costs and assist in the proper conduct of the proceedings, while the agreement contemplated under paragraph 2.4(a) will avoid a conflict of interest arising.
- (b) If a decision on assistance has been partially or totally deferred, the staff member and the Bank are to have separate legal representation. If the Bank has agreed to pay the cost of the staff member's legal representation, the directions on Engagement of Counsel, at Appendix D to the *Legal Services Directions 2017*, as qualified or amended by any exemption the Bank holds at the relevant time relating to fees payable to counsel, apply.
- (c) If the Bank is funding, or controlling, a staff member's defence in civil proceedings then the defence will be conducted in accordance with Appendix B to the *Legal Services Directions 2017*, which sets out obligations to act as a model litigant.

5. Policy management

5.1 Administration

This policy is administered by Legal Section.


5.2 Monitoring and review

This Policy will be reviewed bi-annually and if there are any relevant changes to the *Legal Services Directions 2017* or the *Public Governance, Performance and Accountability Rule 2014*. Changes to this Policy must be approved by the Governance Board.

5.3 Communication

This Policy will be published on the Bank's intranet.

From: OLSC <olsc@ag.gov.au>
Sent: Wednesday, 2 July 2025 3:15 PM
To:
Cc: OLSC
Subject: Due by 29 August 2025 - OLSC - Reserve Bank of Australia - 2024-25 - Commonwealth Compliance - Annual Certificate of Compliance Reporting Request [SEC=OFFICIAL]
Attachments: Annual Certificate of Compliance Form - Template - 2024- 2025.DOCX; Compliance Checklist - Annual Certificate of Compliance Reporting.DOCX

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

OFFICIAL

Dear Colleagues

We write to request your entity's **Annual Certificate of Compliance** under the *Legal Services Directions 2017* for the 2024-25 financial year. Your entity will receive a separate email in relation to its annual **legal services expenditure** reporting obligations under the Directions.

For the period 2024-25, the completed Annual Certificate of Compliance must be sent to the Office of Legal Services Coordination (OLSC) mailbox at olsc@ag.gov.au.

Information about the obligation, what information your entity needs to complete, and further guidance is in the table below.

The requirement to provide your entity's Annual Certificate of Compliance by the relevant date is a legal obligation imposed on entities by the Directions, and failure to report by that date amounts to non-compliance by the entity. If you think you will not be able to meet the required deadline, please contact OLSC as early as possible to seek an extension of time. Only extensions of time approved prior to the relevant deadline will avoid non-compliance with the Directions.

Any questions relating to this request should be directed to OLSC@ag.gov.au or (02) 6141 3642.

OLSC Reporting – 2024-25	
Obligations	
<i>Annual Certificate of Compliance</i>	
What is required	<p>Under paragraph 11.2 of the Legal Services Directions 2017 (Directions), non-corporate Commonwealth entities (NCCs) must report their compliance with the Directions to OLSC within 60 days of the end of the financial year.</p> <p>Under paragraph 12.3(f) of the Directions, corporate Commonwealth entities (CCEs) other than Government Business Enterprises only have to report in respect of paragraph 11.2(ba) regarding the use of persons appointed by the Attorney-General under section 63 of the <i>Judiciary Act 1903</i> to receive service of proceedings on the Commonwealth.</p>
Deadline	No later than 29 August 2025.

Legal Services Expenditure Reporting	
You will receive a separate email from OLSC regarding Legal Services Expenditure Reporting requirements for 2024-25. Please refer to that email for details.	
What you need to complete	
NCCEs	
<ul style="list-style-type: none"> Annual Certificate of Compliance template (attached), in its entirety, submitted to OLSC@ag.gov.au by 29 August 2025. [NOTE: The Compliance Checklist is provided for agency internal use only and does not need to be submitted to OLSC.] 	
CCEs	
<ul style="list-style-type: none"> Only section (c) of the Annual Certificate of Compliance template (attached) submitted to OLSC@ag.gov.au by 29 August 2025. 	
Further information	
Where to send your entity's completed Annual Certificate of Compliance	<p>Please reply to this email to send the completed Annual Certificate of Compliance to OLSC@ag.gov.au.</p> <ul style="list-style-type: none"> Please save the signed certificate using the following naming convention: OLSC – [Name of Agency] (acronym) – 2024-25 Annual Certificate of Compliance – [date sent to OLSC - DD MONTH YYYY] Example: OLSC – Attorney-General's Department (AGD) – 2024-25 Annual Certificate of Compliance – 1 August 2025
Can I seek an extension for my entity to provide the Annual Certificate of Compliance?	<p>If your entity is unable to meet the specified deadline, you may submit a request for an extension in writing to OLSC@ag.gov.au. Please do this at your earliest opportunity, and in all circumstances prior to the relevant deadline.</p> <p>You must provide detailed reasons why your entity is unable to comply with the deadline and provide OLSC with an alternative date by which the obligation will be satisfied.</p> <p>If your entity fails to report by the deadline and has not sought an extension prior to the deadline, a breach of the Directions may be recorded.</p> <p>Please note: Separate extension requests will be required for the Legal Services Expenditure Reporting and the Annual Certificate of Compliance.</p>
Do MoG changes affect reporting?	Where MoG changes occurred during the financial year, the gaining entity (i.e., the entity that has the function on 30 June 2025) should report in relation to the transferred function for the full financial year.
Where to find further guidance	Guidance Note 3 (Compliance with the Directions) provides information on the entities' obligations in reporting compliance to OLSC.

	The Annual Certificate of Compliance is accompanied by a Compliance Checklist for agency internal use only. This checklist does not need to be submitted to OLSC.
Contacts	<p>If you have any questions in relation to compliance reporting, or believe you have received this email by mistake, please contact OLSC@ag.gov.au or phone (02) 6141 3642.</p> <p>Questions relating to Legal Services Expenditure Reporting should be directed to LSER@ag.gov.au.</p>

Kind regards

Phillip Ng

Assistant Secretary

Office of Legal Services Coordination | Legal Services and Modern Slavery Division

Attorney-General's Department

T: | **M:**

E:



OFFICIAL

If you have received this transmission in error please notify us immediately by return e-mail and delete all copies. If this e-mail or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the e-mail or attachments.

Legal Services Directions 2017 – Annual Certificate of Compliance 2024–25

[Name of Entity]

Paragraph 11.2 of the *Legal Services Directions 2017* (Directions) requires a non-corporate Commonwealth entity to provide a certificate to OLSC within 60 days of the end of each financial year setting out the extent to which the entity has complied with the Directions. Submitting an appropriately completed Annual Certificate of Compliance satisfies this obligation.

Note 1: Corporate Commonwealth entities (CCEs) only need to complete section (c) of this form. Non-corporate Commonwealth entities (NCCEs) must complete all sections.

Note 2: The Compliance Checklist can assist in determining your entity’s compliance with the Directions for this financial year. The Checklist is for entity internal purposes only and does not need to be submitted to OLSC.

I, *[Name of Accountable Authority]*, Accountable Authority of *[NAME OF ENTITY]*, certify under the *Legal Services Directions 2017* that during the financial year 2024–25:

- (a) this entity reported to OLSC as soon as practicable, all apparent or possible non-compliance with the Directions, or allegations of non-compliance of which the entity is aware:

Yes No

[If no, please list below all previously unreported apparent, possible or alleged instances of non-compliance. Please refer to the Compliance Checklist and paragraph 11.1(d) of the Directions for further detail about the information required.]

Note: *If there are no previously unreported apparent, possible or alleged instances of non-compliance with the Directions identified, please tick Yes.*

- (b) this entity has appropriate management strategies and practices in place to ensure compliance with the Directions:

Yes No

[If no, please advise how the entity intends to improve the internal systems and procedures to ensure compliance with the Directions and to respond to apparent, possible or alleged non-compliance.]

(c) this entity has used person/persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903* to receive service in proceedings to which the Commonwealth is a party:

Yes Not applicable

[If yes, please provide details and attach the list to this Certificate. This part refers to where the entity has used a law firm, including the Australian Government Solicitor, who has been appointed under section 63 only to receive [service of court documents](#) that name the Commonwealth as a party. Further information is in paragraph 11.2(ba) of the Directions and Guidance Note 9.]

Signed: *[Signature of Accountable Authority]*

[Title]

[day/month/year]



Annual Certificate of Compliance Reporting

Compliance Checklist

This Compliance Checklist can assist you in determining your entity's compliance with the *Legal Services Directions 2017* (Directions) over this financial year for the purposes of completing the Annual Compliance Certificate. It sets out key obligations in the Directions (though not every obligation). It will help you to answer questions (a), (b) and (c) in the Annual Compliance Certificate about whether:

- You reported any alleged, possible or actual non-compliance to OLSC
- You have appropriate management strategies and practices in place to ensure compliance, and
- You have provided details of your entity's use of persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903*.

This checklist is for your entity's internal use only and does not need to be submitted to OLSC.

	Obligations under the <i>Legal Services Directions 2017</i> In the most recent Financial Year, has your entity always complied with the requirement to:	Yes/No/Not Applicable
1	Engage tied providers to do constitutional, cabinet, national security, public international law or drafting work in accordance with Appendix A and Paragraph 2, unless a relevant approval was in place	
2	Report a significant issue to the Attorney-General or OLSC in accordance with Paragraph 3.1	
3	Only settling a claim reported as a significant issue with the agreement of the Attorney-General pursuant to Paragraph 3.2	
4	Comply with an instruction from the Attorney-General about the handling of claims or the conduct of litigation pursuant to Paragraph 4.1	
5	Comply with the model litigant obligation pursuant to Appendix B and Paragraph 4.2	
6	Handle claims and conduct litigation in accordance with legal principle and practice pursuant to Paragraph 4.3	
7	Handle monetary claims in accordance with the Directions on Handling Monetary Claims at Appendix C and Paragraph 4.4	
8	Comply with obligations on the disclosure of a settlement pursuant to Paragraphs 4.5 and 4.5A	
9	Only objecting or consenting to the jurisdiction of a State or Territory court or tribunal with the Attorney-General's approval (Paragraphs 4.6 and 4.6A)	
10	Obtain written legal advice from lawyers the agency is able to use in the proceedings that there are reasonable grounds for commencing court proceedings, before commencing proceedings pursuant to Paragraph 4.7	

11	Only using in-house lawyers to conduct court litigation as solicitor on the record or as counsel with the approval of the Attorney-General pursuant to Paragraph 5	
12	Engage counsel in accordance with Appendix D and Paragraph 6	
13	Comply with the requirements relating to public interest immunity where a request or demand to provide documents or information arises in the conduct of litigation pursuant to Paragraph 7	
14	Waiving obligations in relation to limitation periods pursuant to Paragraph 8	
15	Comply with the requirements of Appendix E to the Directions when providing financial assistance to a Commonwealth employee pursuant to Paragraph 9	
16	Comply with the requirements of Appendix F to the Directions when procuring legal services from external legal service providers pursuant to Paragraph 9A	
17	Consulting with the administering agency on a request for advice pursuant to Paragraph 10	
18	Taking reasonable steps to share advice that may be significant to other agencies with those agencies pursuant to Paragraph 10.8	
19	Advise the Secretary of the Attorney-General's Department where a request for advice has been made to AGS about a constitutional law matter pursuant to Paragraph 10A	
20	Give reports as soon as practicable to OLSC about possible, apparent or alleged breaches of the Directions pursuant to Paragraph 11.1(d).	
21	All matters required to be approved by, or notified to, the Attorney-General or OLSC are raised promptly.	

Note: Only instances of non-compliance with the Directions *that have not already been reported to OLSC* need to be referenced in the Certificate of Compliance.

<p>Have you used a person or persons appointed by the Attorney-General under s 63 of the <i>Judiciary Act 1903</i> to receive service in proceedings where the Commonwealth is a party?</p>
<p>If yes, (in accordance with paragraph 11.2(ba)) in respect of each proceeding, please provide the following information in an attachment to the Certificate of Compliance:</p> <ul style="list-style-type: none"> • name of the persons who received service • proceedings in which the appointed person received service • issues raised in proceedings in which appointed persons received service • nature of each document served on the appointed persons • date on which these documents were served, and • date on which the agency or OLSC was advised of the receipt of service of each document by the appointed person.
<p><i>[Note - This information should be added to the compliance certificate at question (c).]</i></p>

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Is there any other information relevant to the entity's compliance with the Directions that you have not already provided?

[Note: This information can be provided to OLSC as an attachment to the signed Annual Certificate of Compliance.]

From:
Sent: Friday, 4 July 2025 6:04 PM
To: OLSC
Cc:
Subject: OLSC - Reserve Bank of Australia (RBA) - 2024-25 Annual Certificate of Compliance - 4 July 2025 [SEC=OFFICIAL]
Attachments: OLSC – Reserve Bank of Australia (RBA) – 2024-25 Annual Certificate of Compliance – 4 July 2025.PDF

Dear OLSC Colleagues


I attach the Annual Certificate of Compliance for the Reserve Bank of Australia.

Please confirm receipt.

Regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
p: | e: | w: www.rba.gov.au

From: OLSC <olsc@ag.gov.au>
Sent: Wednesday, 2 July 2025 3:15 PM
To:
Cc: OLSC <olsc@ag.gov.au>
Subject: Due by 29 August 2025 - OLSC - Reserve Bank of Australia - 2024-25 - Commonwealth Compliance - Annual Certificate of Compliance Reporting Request [SEC=OFFICIAL]

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OFFICIAL

Dear Colleagues

We write to request your entity's **Annual Certificate of Compliance** under the *Legal Services Directions 2017* for the 2024-25 financial year. Your entity will receive a separate email in relation to its annual **legal services expenditure** reporting obligations under the Directions.

For the period 2024-25, the completed Annual Certificate of Compliance must be sent to the Office of Legal Services Coordination (OLSC) mailbox at olsc@ag.gov.au.

Information about the obligation, what information your entity needs to complete, and further guidance is in the table below.

The requirement to provide your entity's Annual Certificate of Compliance by the relevant date is a legal obligation imposed on entities by the Directions, and failure to report by that date amounts to non-compliance by the entity. If you think you will not be able to meet the required deadline, please contact OLSC as early as possible to seek an

extension of time. Only extensions of time approved prior to the relevant deadline will avoid non-compliance with the Directions.

Any questions relating to this request should be directed to OLSC@ag.gov.au or (02) 6141 3642.

OLSC Reporting – 2024-25	
Obligations	
Annual Certificate of Compliance	
What is required	<p>Under paragraph 11.2 of the Legal Services Directions 2017 (Directions), non-corporate Commonwealth entities (NCCEs) must report their compliance with the Directions to OLSC within 60 days of the end of the financial year.</p> <p>Under paragraph 12.3(f) of the Directions, corporate Commonwealth entities (CCEs) other than Government Business Enterprises only have to report in respect of paragraph 11.2(ba) regarding the use of persons appointed by the Attorney-General under section 63 of the <i>Judiciary Act 1903</i> to receive service of proceedings on the Commonwealth.</p>
Deadline	No later than 29 August 2025.
Legal Services Expenditure Reporting	
You will receive a separate email from OLSC regarding Legal Services Expenditure Reporting requirements for 2024-25. Please refer to that email for details.	
What you need to complete	
NCCEs	
<ul style="list-style-type: none"> Annual Certificate of Compliance template (attached), in its entirety, submitted to OLSC@ag.gov.au by 29 August 2025. [NOTE: The Compliance Checklist is provided for agency internal use only and does not need to be submitted to OLSC.] 	
CCEs	
<ul style="list-style-type: none"> Only section (c) of the Annual Certificate of Compliance template (attached) submitted to OLSC@ag.gov.au by 29 August 2025. 	
Further information	
Where to send your entity's completed Annual Certificate of Compliance	<p>Please reply to this email to send the completed Annual Certificate of Compliance to OLSC@ag.gov.au.</p> <ul style="list-style-type: none"> Please save the signed certificate using the following naming convention: OLSC – [Name of Agency] (acronym) – 2024-25 Annual Certificate of Compliance – [date sent to OLSC - DD MONTH YYYY] Example: OLSC – Attorney-General’s Department (AGD) – 2024-25 Annual Certificate of Compliance – 1 August 2025

<p>Can I seek an extension for my entity to provide the Annual Certificate of Compliance?</p>	<p>If your entity is unable to meet the specified deadline, you may submit a request for an extension in writing to OLSC@ag.gov.au. Please do this at your earliest opportunity, and in all circumstances prior to the relevant deadline.</p> <p>You must provide detailed reasons why your entity is unable to comply with the deadline and provide OLSC with an alternative date by which the obligation will be satisfied.</p> <p>If your entity fails to report by the deadline and has not sought an extension prior to the deadline, a breach of the Directions may be recorded.</p> <p>Please note: Separate extension requests will be required for the Legal Services Expenditure Reporting and the Annual Certificate of Compliance.</p>
<p>Do MoG changes affect reporting?</p>	<p>Where MoG changes occurred during the financial year, the gaining entity (i.e., the entity that has the function on 30 June 2025) should report in relation to the transferred function for the full financial year.</p>
<p>Where to find further guidance</p>	<p>Guidance Note 3 (Compliance with the Directions) provides information on the entities' obligations in reporting compliance to OLSC.</p> <p>The Annual Certificate of Compliance is accompanied by a Compliance Checklist for agency internal use only. This checklist does not need to be submitted to OLSC.</p>
<p>Contacts</p>	<p>If you have any questions in relation to compliance reporting, or believe you have received this email by mistake, please contact OLSC@ag.gov.au or phone (02) 6141 3642.</p> <p>Questions relating to Legal Services Expenditure Reporting should be directed to LSER@ag.gov.au.</p>

Kind regards

Phillip Ng

Assistant Secretary

Office of Legal Services Coordination | Legal Services and Modern Slavery Division

Attorney-General's Department

T: | M:

E:



OFFICIAL

If you have received this transmission in error please notify us immediately by return e-mail and delete all copies. If this e-mail or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the e-mail or attachments.

Legal Services Directions 2017 –

Annual Certificate of Compliance 2024–25

RESERVE BANK OF AUSTRALIA

I, _____ of the Reserve Bank of Australia (RBA) was authorised on 23 August 2021 by the RBA’s then accountable authority, the Governor, to give on behalf of the RBA the *Legal Services Directions 2017* Certificate of Compliance for the 2020-21 year and for subsequent years. I certify under the *Legal Services Directions 2017* that during the financial year 2024–25:

~~(a) this entity reported to OLSC as soon as practicable, all apparent or possible non-compliance with the Directions, or allegations of non-compliance of which the entity is aware:~~

Yes No

~~[If no, please list below all previously unreported apparent, possible or alleged instances of non-compliance. Please refer to the Compliance Checklist and paragraph 11.1(d) of the Directions for further detail about the information required.]~~

~~**Note:** If there are no previously unreported apparent, possible or alleged instances of non-compliance with the Directions identified, please tick **Yes**.~~

(b) this entity has appropriate management strategies and practices in place to ensure compliance with the Directions:

Yes No

~~[If no, please advise how the entity intends to improve the internal systems and procedures to ensure compliance with the Directions and to respond to apparent, possible or alleged non-compliance.]~~

(c) this entity has used person/persons appointed by the Attorney-General under section 63 of the *Judiciary Act 1903* to receive service in proceedings to which the Commonwealth is a party:

Yes Not applicable

~~[If yes, please provide details and attach the list to this Certificate. This part refers to where the entity has used a law firm, including the Australian Government Solicitor, who has been appointed under section 63 only to receive service of court documents that name the Commonwealth as a party. Further information is in paragraph 11.2(ba) of the Directions and Guidance Note 9.]~~

Signed:

4 July 2025