



The Hon Michelle Rowland MP

**Attorney-General
Federal Member for Greenway**

Reference: MS25-001075

Ms Meredith Leigh
First Parliamentary Counsel
Office of Parliamentary Counsel
Locked Bag 30
KINGSTON ACT 2604

Dear Ms Leigh *Meredith*

I am pleased to provide you with a Ministerial Statement of Expectations for the Office of Parliamentary Counsel (OPC).

Ministerial Statements of Expectations provide clarity about the Government's policies and objectives relevant to an agency in line with its statutory objectives, and the priorities the Minister expects it to observe in conducting its operations. As the responsible Minister for OPC under the *Parliamentary Counsel Act 1970*, this statement sets out my expectations of OPC in line with the Government's priorities and objectives. My intention is to issue at least one Ministerial Statement of Expectations to OPC in each parliamentary term. I note the last Statement was issued in October 2024.

I request your response to this letter in the form of a Statement of Intent within 2 weeks from the date of this letter. The Statement of Intent should outline how OPC proposes to meet the expectations set out in the Ministerial Statement of Expectations.

To ensure transparency and accountability, the Ministerial Statement of Expectations and your responding Statement of Intent should be published on OPC's website. Both Statements should be integrated into your performance reporting process as required under the *Public Governance, Performance and Accountability Act 2013*, your 2025-26 corporate planning process and your annual report prepared for the 2025-26 reporting period.

Thank you for your timely assistance with this matter.

Yours sincerely

Michelle Rowland MP

2 / 3 / 2026

Enc OPC Ministerial Statement of Expectations



COMMONWEALTH OF AUSTRALIA

Office of Parliamentary Counsel Statement of Expectations

Delivering the Government's priorities and objectives

The Government has a significant legislative reform agenda, including high priority, large and complex reform projects. As the principal provider of legislative drafting services, OPC is central in delivering the Government's legislative agenda.

I expect OPC to provide high-quality, timely legislative drafting services that are responsive to Government's strategic priorities and election commitments, including by:

- supporting and working closely with the Parliamentary Business Committee as it sets legislative priorities,
- measuring and reporting on OPC's performance, and
- considering, in consultation with the Attorney-General's Department, opportunities for operational efficiencies to better support OPC's delivery of Government priorities and engagement with instructing agencies.

Supporting Ministers and departments in the delivery of legislation

I expect OPC to support all Ministers and their departments in delivering legislative priorities, including by:

- supporting Ministers and their agencies to deliver legislative projects, including working with agencies to resolve any potential impediments to the delivery of legislative projects,
- working with the Secretary of the Attorney-General's Department on mechanisms to enhance the management and delivery of legislative projects across the Commonwealth, and
- leading training and capacity-building efforts, to enhance capability across agencies to engage in the legislative process.

Maximising drafting capacity

I expect OPC to make the most efficient and effective use of its resources to implement the Government's legislative agenda, including by:

- fully utilising existing resourcing to maximise drafting capacity, including through recruiting, training and retaining experienced drafters, and
- prioritising the investment of additional resourcing provided to the Office to implement innovative solutions – including artificial intelligence and other technologies – to more efficiently deliver legislative drafting, with regular reporting on progress.

Maintaining best practice

With respect to further organisational matters, I expect OPC to:

- Uphold and promote the Australian Public Service Values and Code of Conduct,
- Comply with the requirements under the *Public Governance, Performance and Accountability Act 2013* and associated instrument and policies,
- Support its government lawyers to act consistently with the Australian Government Legal Service's Statement of Expectations of Australian Government Lawyers and General Counsel Charter (as applicable),

- Demonstrate best practice in privacy, security and information management, and comply with the relevant legislative requirements, and
- Publish its Statement of Intent outlining how OPC intends to implement this Statement of Expectations on its website, and subsequently reference the Statements in its Annual Report and Corporate Plan.

Relationship with Minister and portfolio

In support of these priorities, I expect OPC will continue to operate in a way that promotes collaboration and demonstrates accountability and transparency. In particular, I expect OPC to:

- continue to work cooperatively with my department, and key stakeholders outside the portfolio including instructing agencies, their Ministers and the Parliamentary Business Committee, to deliver the Government's legislative agenda,
- be responsive to any requests for information from my Office and department, and alert me to any significant events related to OPC's activities through clear, concise and timely advice, and
- keep me informed in a timely and comprehensive way about OPC's performance, the management of its existing and additional resources provided by the Government, and any other issues affecting its capacity to achieve its functions and the Government's priorities.

Michelle Rowland MP
Attorney-General

02/03/2026