

## **NSW ALP REFORM PROCESS - TERMS OF REFERENCE**

Michael Lavarch has been appointed by the State and Federal Labor parliamentary leaders. He will commence a reform process into the governance and culture of the NSW Branch administration and campaigning operations including Head Office.

Michael Lavarch will furnish a report to the State and Federal parliamentary leaders with recommendations.

The reform process will consider previous governance reviews conducted by the NSW Branch including a review of any recommendations not as yet implemented.

The report will examine the following matters:

### **Part A - Party Governance**

1. The role of the General Secretary as both a member of the Executive and a Director of the NSW Branch including:
  - The responsibilities and duties of the General Secretary
  - The rules governing the role and conduct of the General Secretary
  - The reporting lines and oversight of the General Secretary
  - The responsibilities, duties, reporting lines and oversight of the Assistant General Secretaries
  - The responsibilities, duties, reporting lines and oversight of the Compliance Officer
2. The governance mechanisms of the Party including the role and structure of the Administrative Committee, the Party Officers and the Finance and Compliance Committee.
3. The structure of the management of the Branch's Head Office including the need for additional senior administration positions.
4. Changes and initiatives which would strengthen a culture of compliance within the Branch Head Office.

### **Part B - Compliance with Legal Obligations**

1. Legal compliance mechanisms and responsibilities within the Party and Branch Head Office regarding electoral and donation laws including examining:
  - The fund-raising activities of the NSW Branch
  - The operation of the Labor Action Committees
  - Donation reporting
  - Support and training for branch officials and candidates

The NSW Administrative Committee and the Branch Head Office are directed to provide all necessary support to the Reviewer to enable the Review to be conducted.

An interim report and recommendations on Part A will be provided to the Parliamentary Leaders in a timely fashion for their consideration prior to submission to the NSW Administrative Committee and National Executive.

A final report on Part A and Part B will follow.