

## Fact sheet

# Senior office holders

The following information applies to senior office holders of political parties in New South Wales. Senior office holders have obligations to comply with the *Electoral Funding Act 2018* and regulations.

### What is a senior office holder?

A senior office holder of a political party is a person involved in the management, control or operations of the party.

Senior office holders may include (but are not limited to) the following: President, Deputy President, Chairperson, Deputy Chairperson, Vice-Chairperson, General Secretary, Assistant General Secretary, Secretary, Deputy Secretary, State Director, Deputy State Director, Treasurer, Deputy Treasurer, Convenor, or Deputy Convenor. It is a matter for each party to identify the party's senior office holders.

Each party must have a [party agent](#). The party agent of a party must be a senior office holder of the party. Details on the role and responsibilities of party agents is available on the New South Wales Electoral Commission (NSWEC) [website](#).

### Duties of senior office holders of registered parties

A senior office holder of a registered party has a duty to report (in writing) to the NSWEC any conduct that:

- is in connection with the party, and
- the senior office holder knows or reasonably believes is a contravention of electoral funding laws.

It is an offence for a senior office holder to fail to report the conduct without a reasonable excuse. An example of a reasonable excuse is when a senior office holder knows or reasonably believes a report of the conduct has already been made to the NSWEC.

### Registered parties to provide list of senior office holders for funding eligibility

From 1 November 2018 registered parties for state elections must provide the NSWEC with a list of the names of its senior office holders and a summary of their roles and responsibilities in order to be eligible for any public funding payments for [electoral expenditure at a state election](#), [administrative expenditure](#) or [policy development expenditure](#). A party is not eligible for any of these payments unless the party promptly notifies the NSWEC (in writing) of any changes to those senior office holders or their roles and responsibilities.

If provided by the parties, the [NSWEC publishes on its website the names of all senior office holders and a summary of their roles and responsibilities](#).

To submit or amend a list of senior office holders with the NSWEC, please use the relevant form at [Forms and Publications](#).

### More information?

If you have any questions contact the New South Wales Electoral Commission on 1300 022 011 or email [fdc@elections.nsw.gov.au](mailto:fdc@elections.nsw.gov.au). The *Electoral Funding Act 2018* is available at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).