

# Advisory Group on the Regulation of Lobbying Act 2015

## Terms of Reference

- Title:** Regulation of Lobbying Advisory Group
- Purpose:** The role of the Advisory group is to provide information and guidance to the Standards in Public Office Commission (Standards Commission) that will assist in addressing key implementation issues arising from the establishment of a lobbying register under the Regulation of Lobbying Bill 2014.
- Meetings:** The Standards Commission will determine dates. Meetings will be held with sufficient frequency to enable the Advisory Group to carry out its functions. Minutes of each meeting will be prepared by the Secretary to the Advisory Group and will be published.
- Authority:** The Advisory Group will report to the Standards Commission. The Standards Commission will authorise final versions of any reports etc. that arise from the work of the Advisory Group.

### Role and Responsibilities:

- Assist in testing the lobbying registration system prior to it going live. A Project Board has been established to oversee the design and development of an Online Registration System. The Advisory Group will report to the Project Board in relation to the Online Registration System;
- Identify implementation issues, risks and gaps likely to impact on the operation of the lobbying registration system;
- Provide direction and advice on these issues and key themes emerging from the operation of the lobbying registration system;
- Provide feedback and strategic advice on progress, milestones and issues resolution to help progress implementation;
- Act as a problem solving forum which will identify strategies to mitigate emerging issues that arise at the operational level;
- Debate, comment and make recommendations on the education and guidance requirements for the Standards Commission under the legislation;
- Advise on implementation of a Communications strategy.