

Introduction

This handbook is intended to guide members through the correct formation, structure, and ongoing responsibilities of a One Nation branch, as outlined in the approved By-Laws for the Establishment and Operation of Branches (June 2025). It is designed to assist both new and existing members in understanding their roles, responsibilities, and expectations.

PRIVATE AND CONFIDENTIAL

Glossary of Terms

- **Branch Coordinator:** Leader of a branch, elected by members
- **Quorum:** Minimum number of members needed to conduct business (3)
- **KPI:** Key Performance Indicator used to measure success
- **HQ:** One Nation's Federal Headquarters
- **Subcommittee:** A task-focused group within a branch
- **'Dual' membership:** membership of two or more political parties

2.

Purpose and Role of Branches

Branches are the grassroots heart of Pauline Hanson's One Nation. They exist to increase the Party's visibility in local communities, provide direct engagement between members and leadership, and support campaign efforts for federal, state, and local elections (where approved). As outlined in the By-Laws, branches play a critical role in promoting Party policies, identifying community issues, and strengthening One Nation's public presence. Branches also act as a conduit between members and HQ, ensuring that local concerns inform national decisions.

3.

Eligibility and Membership

Branch membership is open only to current financial members of One Nation. This ensures loyalty, legal integrity, and unity of purpose. Dual party membership is not permitted. By-Law Clause 2.3 reinforces that only eligible members may participate in branch activities, vote, or hold office, ensuring accountability and ideological alignment within the Party structure.

4.

Governance Structure

The cornerstone of branch leadership is the Branch Coordinator, elected at the inaugural meeting. The By-Laws allow for additional roles such as Secretary, Treasurer, Fundraising Officer, and Campaign Coordinator. These roles provide necessary oversight, encourage skill sharing, and distribute workload fairly. Subcommittees may also be formed for focused tasks. This structure ensures transparency and delegation, essential for sustaining active and compliant branches. The term of a branch executive is 12 months.

5. Financial Management

Robust financial governance safeguards the Party's integrity. Branches don't hold independent bank accounts or incurring liabilities (Clause 4.1–4.5). All funds must be centrally managed through HQ, where accounts and balances for each branch is maintained. The Federal Executive publishes a Financial Operations Manual (Clause 4.7), which provides step-by-step guidance on how to conduct and record fundraising. This centralised approach ensures legal compliance and accountability, particularly under Australian electoral law. Branches are able to spend funds they raise at a local level, on campaign materials to enhance the presence of the party in their communities.

6.

Media and Public Representation

To protect the Party's reputation and message discipline, branches cannot create their own social media pages or issue public statements without approval from One Nation HQ. Media enquiries are to be directed to HQ (Clauses 5.1–5.6). Members may share content from official channels but must do so respectfully. These policies maintain brand unity and avoid reputational risk.

7.

Meetings and Conduct

Branches must meet at least twice per year, as required under Clause 6.1. Meetings must follow a Code of Conduct that fosters respectful dialogue (Clause 6.4). A quorum of three financial members is required, and voting is by simple majority (Clause 6.5). These provisions protect democratic decision-making and ensure meetings remain productive and fair.

8. **Policy Development and Engagement**

Branches are encouraged to gather community feedback and propose local policy ideas. This input may be submitted to HQ or the State Executive (Clause 10.3). Engaging in policy development allows members to influence the Party's platform while grounding national policy in real community needs.

9.

Step-by-Step: Establishing a New Branch

1. Typically HQ will contact branch members of an area to let them know we are ready to on-board a branch in their area. Alternatively branch members may reach out to HQ expressing a desire to establish a branch in their area.
2. HQ sets a date and issues a public notice of the inaugural meeting, after consulting local party members.
3. At least three financial members attend the meeting.
4. A Branch Coordinator is elected.
5. Minutes and the Coordinator's name are submitted to HQ.
6. Branch receives access to tools, portal, and guidance. This staged approach ensures legitimacy and gives oversight of new branches.

10.

Standard Meeting Agenda and Guide

1. Welcome and roll call
2. Confirmation of previous minutes
3. Reports from Coordinator and officers
4. Discussion of local issues and policy
5. Motions and voting
6. Election planning and volunteer coordination
7. Close

This template ensures meetings are purposeful, democratic, and well-documented.



11.

Example Subcommittee: Fundraising

A fundraising subcommittee is vital for achieving branch goals. Responsibilities include:

- Organising fundraising events
- Recording income for HQ reporting
- Promoting financial participation among members
- Meeting the technology levy and campaign material costs
- This role is key to sustaining branch activity and election readiness.

12.

Branch Goals and KPIs Goals:

- Grow and retain branch membership
- Recruit and train volunteers
- Engage in campaign support activities
- Raise funds for operational and electoral needs
- Promote One Nation policies

KPIs

- Number of new members and meeting attendance
- Amount raised per fundraising quarter
- Booth coverage and volunteer participation
- Local policy recommendations submitted
- Frequency of events and outreach
- These benchmarks help assess branch health and guide ongoing support from HQ.

Contact and Support Information

For all enquiries or to start a new branch:

Email: branches@onenation.org.au

Phone: 1300 857 466

Web: www.onenation.org.au/branches

Branches may also receive assistance from State Executives, who help liaise with HQ and provide regional support.

Future Operational Guidance

To support consistency, compliance, and effective decision-making across all branches, HQ will issue official guidelines and manuals covering specific areas of branch activity. These operational documents will be developed to complement this handbook and the Party By-Laws.

These may include, but are not limited to:

Financial Procedures Manual: Detailed steps on submitting expenditure requests, complying with reporting requirements, and managing event proceeds.

Preselection Involvement Guide: Clarifying how branches can assist with candidate identification and preselection processes (subject to HQ rules).

Meeting Templates and Minute-Taking Tools: To assist new Co-ordinators and Secretaries.

Volunteer Management Framework: Guidelines for recruiting, training, and rostering volunteers.

Fundraising Approval and Compliance Guide: To ensure branches plan and conduct events within Party financial protocols.

Branches will be notified when each resource is released. Compliance with these guidelines, once issued, will be a condition of ongoing recognition as a registered branch of Pauline Hanson's One Nation.