

National Compliance Manager

Role Title	National Compliance Manager
Division	National Headquarters
Reports To	General Manager
Works Closely With	Party Agent, State Presidents, State Secretaries, State Treasurers, Finance Officer, Legal Counsel, AEC, State Electoral Commissions, ATO, ASIC
Employment Type	Full-Time (Permanent Employee or Senior Contractor - to be determined)
Location	National HQ (Brisbane, QLD) - national travel required
Effective Date	Upon Appointment
Document Owner	General Manager - One Nation

1. Purpose of the Role

The National Compliance Manager is a senior, nationally scoped role that sits at the heart of One Nation's governance and regulatory framework. This role exists to ensure that One Nation - as a registered federal political party, an incorporated entity, and a multi-state electoral operation - meets every compliance and reporting obligation imposed on it by law, regulation, and internal constitutional requirement, at all times and without exception.

This is not an advisory role. The National Compliance Manager owns the compliance function end-to-end: from the preparation and lodgement of all federal filings, to driving and supporting State and Territory officers in meeting their own obligations, to ensuring every endorsed candidate is contractually bound to One Nation and financially settled before, during, and after an election. The National Compliance Manager is the primary point of contact for all federal regulatory agencies and is the internal authority on what must be filed, by whom, and by when.

The standard for this role is simple: zero missed deadlines, zero deregistration risks, and zero compliance failures.

2. Key Responsibilities

2.1 Federal Entity Compliance - AEC & Federal Agencies

- Own, prepare, and lodge all compliance filings required of One Nation as a registered federal political party under the Commonwealth Electoral Act 1918, including but not limited to the Annual Return, real-time donation disclosures, candidate and Senate group returns, associated entity returns, election funding acquittals, and any other AEC-mandated reports.
- Serve as the primary point of contact for all interactions with the Australian Electoral Commission (AEC), the Australian Taxation Office (ATO), ASIC, the Office of the Australian Information Commissioner (OAIC), and any other federal regulatory body with jurisdiction over the Party or its entities.
- Maintain the Party's federal registration status in good standing at all times, including timely notification of changes to Registered Officers, Deputy Registered Officers, and the Party's headquarters address.
- Ensure the Party's membership certification obligations (minimum 1,500 financial members) are met and documentable on demand, working with the National Secretary to maintain an accurate and auditable member register.
- Monitor and enforce compliance with all foreign donation prohibitions, gift and donation cap thresholds, authorisation requirements for electoral material, and dedicated account obligations for public funding receipts.
- Oversee the preparation and submission of all BAS returns, Superannuation Guarantee payments, PAYG withholding obligations, Taxable Payments Annual Reports, and other ATO obligations in collaboration with the Finance Officer.
- Maintain a live 5-year compliance calendar (Monday.com or equivalent) tracking every federal, state, and internal compliance milestone, with commence-work dates, internal review dates, external review dates, due-by dates, final deadlines, and overdue escalations.
- Coordinate the annual audit of party accounts, ensuring the external auditor receives all necessary source documents on time and that the final audited accounts are incorporated into the AEC Annual Return without delay.

2.2 State & Territory Compliance - Electoral Commissions & State Agencies

- Act as the national compliance authority for all State and Territory electoral obligations, owning the compliance calendar across NSW (NSWEC), Queensland (ECQ), Victoria (VEC), Western Australia (WAEC), South Australia (ECSA), Tasmania (TEC), the Northern Territory (NTEC), and the ACT (ACTEC).
- Drive, support, and hold accountable the relevant State President, State Secretary, and State Treasurer in each jurisdiction to ensure that all annual returns, candidate returns, real-time donation disclosures, expenditure cap compliance, and campaign finance returns are completed accurately and lodged on time.
- Establish and enforce a structured filing workflow for each state, including minimum lead times for preparation, internal review, and external sign-off, ensuring no state filing is prepared in isolation or without National HQ oversight.
- Conduct regular (minimum quarterly) compliance check-ins with each State Executive to monitor the status of outstanding obligations, identify emerging risks, and confirm that branch-level financial reporting is being conducted in accordance with the Party's internal policies and applicable state electoral laws.
- Maintain direct lines of communication with each State Electoral Commission and act as the escalation point for any regulatory queries, compliance investigations, or correspondence received from a state body.
- Ensure all state payroll tax obligations, workers compensation renewals, incorporated association returns, and any other state-based corporate or regulatory requirements are identified, tracked, and met.
- Produce a monthly compliance status report to the General Manager summarising the standing of every state and federal obligation, with a clear RAG (Red-Amber-Green) status, responsible officers, and any items requiring executive attention or escalation.

2.3 Candidate Compliance - Contracts, Obligations & Reimbursements

- Own the candidate compliance lifecycle from pre-endorsement through to post-election settlement, ensuring that every endorsed and prospective One Nation candidate at the federal and state level is fully compliant with their legal and contractual obligations at every stage.
- Ensure that all prospective candidates have a fully executed One Nation Candidate Agreement (or equivalent contractual instrument) in place prior to any public endorsement, campaign activity, or expenditure being incurred on their behalf. No

candidate is to be announced, endorsed, or campaign-funded without a signed contract on file.

- Coordinate with the General Manager and Party Agent to ensure all candidate nomination documentation, vetting records, ONTRACE clearances, and nomination fees are in order before any nomination is lodged with an electoral commission.
- Track, manage, and process all candidate reimbursements and campaign expenditure remittances in a timely manner, ensuring that all payments are properly authorised, accurately documented, and compliant with the Party's internal expenditure approval framework and applicable electoral expenditure caps.
- Ensure all candidates and elected members are aware of, and are actively meeting, their personal disclosure obligations under the Commonwealth Electoral Act 1918 and relevant state electoral legislation, including the timely lodgement of candidate financial returns following each election.
- Monitor the compliance status of all elected One Nation members (Senators, Members of the House of Representatives, and state parliamentarians) with respect to their ongoing electoral, parliamentary, and financial disclosure obligations, providing structured reminders and support well in advance of each deadline.
- Maintain a candidate compliance register recording, for each candidate and elected member: contract status, nomination documentation, expenditure tracking, reimbursement history, disclosure lodgement dates, and any outstanding obligations.
- Escalate promptly to the General Manager any instance where a candidate or elected member is at risk of non-compliance, or where a signed contract, disclosure return, or financial settlement is outstanding beyond the agreed timeframe.

2.4 Systems, Records & Internal Governance

- Own and maintain the Party's compliance management system (Monday.com Compliance Calendar or approved equivalent), ensuring all items are current, correctly assigned, and actively monitored.
- Develop and maintain a suite of compliance guides, checklists, and standard operating procedures for use by State Officers, Branch Coordinators, Candidates, and Treasurers, ensuring that compliance obligations are understood and executable at all levels of the Party.
- Manage and retain all compliance-related records in accordance with the Party's document retention policy and applicable privacy legislation, ensuring that filed

documents, confirmation receipts, correspondence with regulators, and audit trails are stored securely and are retrievable on demand.

- Support the General Manager and Party Agent in responding to any regulatory inquiry, audit, investigation, or formal request for information from the AEC, a state electoral commission, the ATO, ASIC, or any other government body.
- Conduct an annual risk assessment of the Party's compliance exposure across all jurisdictions and entities, identifying emerging obligations (e.g., legislative amendments, new disclosure thresholds), and updating the compliance calendar and internal guides accordingly.
- Liaise with external legal counsel, the Party's accountants, and the Party Agent as required to obtain professional advice on complex or novel compliance matters, and ensure that advice is documented, actioned, and communicated to relevant officers.

3. Key Performance Indicators

Performance in this role will be assessed against the following indicators:

KPI	Measure / Standard
Zero missed statutory deadlines	All AEC, state electoral commission, ATO, and ASIC filings lodged by their final deadline. Zero late lodgements in any 12-month period.
100% candidate contract coverage	Every endorsed One Nation candidate at federal or state level has a fully executed contract on file prior to endorsement and commencement of campaign activity.
Reimbursement timeliness	All candidate reimbursements and remittances processed within agreed internal SLA (target: within 10 business days of a compliant claim being received).
Compliance calendar currency	Monday.com compliance calendar maintained with 100% of items assigned, dated, and at current status at all times.

KPI	Measure / Standard
State officer compliance rate	All State Executives filing their annual returns and real-time disclosures on time, with zero AEC or state electoral commission deregistration notices issued.
Monthly reporting cadence	Monthly compliance status report delivered to the General Manager by the 5th business day of each month without exception.
Regulatory relationship quality	Positive, professional, and proactive relationships maintained with the AEC, all state electoral commissions, and the ATO, with no adverse regulatory findings attributable to administrative failure.
Annual audit readiness	Annual audit of party accounts completed and delivered to external auditor by 1 August each year, enabling timely AEC annual return lodgement.

4. Essential Capabilities & Experience

4.1 Knowledge & Technical Expertise

- Demonstrable working knowledge of the Commonwealth Electoral Act 1918, with specific expertise in party registration, disclosure obligations, donation rules, election funding, and electoral material authorisation requirements.
- Sound understanding of the financial disclosure and electoral compliance frameworks of at least three (3) Australian State and Territory electoral commissions, with the ability to quickly develop working knowledge across all remaining jurisdictions.
- Practical experience with ATO compliance obligations relevant to a political party or not-for-profit entity, including BAS, PAYG, SGC, and the Taxable Payments Annual Report.
- Familiarity with the Privacy Act 1988, the Notifiable Data Breach scheme, and the obligations of an entity that collects and stores sensitive personal data.
- Working knowledge of ASIC obligations applicable to Australian incorporated entities, including annual review requirements and officeholder notification obligations.
- Ability to interpret and apply legislative instruments, regulatory guidance, and Electoral Commission communiqués without requiring specialist legal support for routine matters.

4.2 Professional Experience

- Minimum 5 years of experience in a compliance, governance, regulatory, legal, or equivalent senior administrative role - preferably in a political party, government body, financial services entity, or regulated not-for-profit organisation.
- Demonstrated experience managing multiple, concurrent regulatory filing obligations across different bodies and jurisdictions simultaneously, with a proven track record of on-time lodgement.
- Experience managing relationships with government agencies and regulatory bodies at a national or multi-state level, including experience responding to regulatory requests, audits, or investigations.
- Experience in contract management - drafting, executing, tracking, and enforcing contractual arrangements - with direct experience managing candidate, contractor, or service provider agreements highly regarded.
- Demonstrated experience designing and maintaining compliance registers, tracking systems, or governance frameworks, with proficiency in project management or workflow tools (Monday.com, Asana, or equivalent).
- Experience in a fast-paced, politically sensitive environment requiring a high degree of discretion, confidentiality, and judgment will be highly regarded.

4.3 Skills & Attributes

- **Exceptional organisational discipline** - the ability to manage a large volume of concurrent obligations across multiple jurisdictions and stakeholders without dropping any item.
- **High-order written communication skills** - the ability to produce regulatory submissions, internal compliance guides, candidate briefings, and executive reports to a professional standard.
- **Confident, direct, and professional interpersonal skills** - the ability to drive compliance outcomes through officers and volunteers who are not direct reports, using influence, clarity, and authority rather than hierarchy.
- **Analytical rigour** - the ability to read legislative instruments, identify applicable obligations, assess risk, and translate complex requirements into simple, actionable checklists and processes for non-specialists.
- **Resilience and composure under pressure** - election periods produce tight, immovable deadlines and the National Compliance Manager must perform at their highest standard precisely when the pressure is greatest.

- **Unimpeachable personal integrity** - this role handles sensitive regulatory, financial, and contractual information. The highest standards of honesty, confidentiality, and ethical conduct are non-negotiable.
- **Proactive risk orientation** - identifying a compliance problem before it becomes a deadline failure, and escalating it before it becomes a deregistration risk.

4.4 Qualifications

- A tertiary qualification in Law, Political Science, Public Policy, Business Administration, Accounting, or a related discipline is required.
- Postgraduate qualifications in law, governance, or compliance will be highly regarded but are not essential where equivalent professional experience can be demonstrated.
- Membership of a relevant professional body (e.g., Governance Institute of Australia, Chartered Accountants Australia and New Zealand, Australian Institute of Company Directors) will be viewed favourably.

5. Authority & Accountability

The National Compliance Manager operates with the following authority, subject to the National Constitution and the direction of the General Manager:

- Authority to direct State Presidents, State Secretaries, and State Treasurers in relation to compliance filing obligations, in accordance with the instructions of the General Manager.
- Authority to place a compliance hold on any candidate endorsement, campaign expenditure, or reimbursement where contractual or regulatory prerequisites have not been satisfied.
- Authority to communicate directly with the AEC, all State Electoral Commissions, the ATO, ASIC, and any other government body on behalf of the Party in relation to compliance matters, within the scope approved by the General Manager and Party Agent.
- Authority to escalate directly to the General Manager - and, where time-critical, to the Party Leader - any compliance risk, missed deadline, or regulatory exposure that requires executive decision.
- No authority to incur expenditure, enter contracts, or make public statements on behalf of the Party without the prior written approval of the General Manager.

6. Remuneration

Salary Range	\$TBC per annum (+ Superannuation), commensurate with experience
Contract Option	Fixed Term Contractor engagement may be considered at an equivalent daily/monthly rate for the right candidate
Performance Review	Six-month and annual performance review aligned to the KPIs set out in Section 3
Expenses	Reasonable pre-approved travel, accommodation, and professional development expenses reimbursed in accordance with Party policy
Notice Period	Four (4) weeks (employee) / Fourteen (14) days (contractor)

7. Application Process

Candidates for the National Compliance Manager role must demonstrate, in their application:

- A curriculum vitae detailing relevant experience, qualifications, and professional memberships.
- A cover letter (maximum two pages) addressing, specifically: (a) their working knowledge of the Commonwealth Electoral Act 1918 and AEC compliance requirements; (b) their demonstrated experience managing multi-jurisdictional compliance obligations; and (c) a specific example where their personal intervention prevented or remedied a significant compliance risk.
- Confirmation of eligibility to work in Australia and willingness to undergo a background and character check as part of the Party's standard ONTRACE vetting process.

Applications:

onenation.org.au/careers

Applications are treated as strictly confidential

This document is the property of One Nation. It may not be reproduced or distributed without prior written approval from the General Manager.