

FACTSHEET 9.

The role of the NT Government Associations Compliance Team



The **role** of the NT Government Associations Compliance Team is to assist groups or organisations to:



record and approve Incorporated Associations



provide resources for governance training



receive and assess the required documents -financial statement, public officer, constitution



issue exemptions and extensions



assist with drafting and interpretation of your constitution



issue certificates, extracts, copies of lodged documents



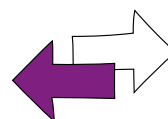
assist with education towards legislative requirements



work with other departments to confirm compliance and eligibility of each association for funding and grants, sports vouchers and licences



offer guidance towards complaint handling



assist the association to dissolve or transfer.

When does the team get involved?

The NT Government Associations Compliance Team is available to provide advice and assistance to help keep your association on track. This may include exemptions from constitutional requirements or an extension of time to lodge a required document.

The NT Government Associations Compliance Team can also assist with interpreting the Act, helping you to understand your constitution, handling conflict and running meetings.



Complaints

If a complaint is lodged by a member of your association regarding the governance or conduct of the committee, or if there are indications that the association is insolvent or not compliant with the legislation, the NT Government Associations Compliance Team may be called upon to conduct an investigation into the association.

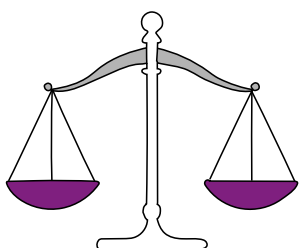
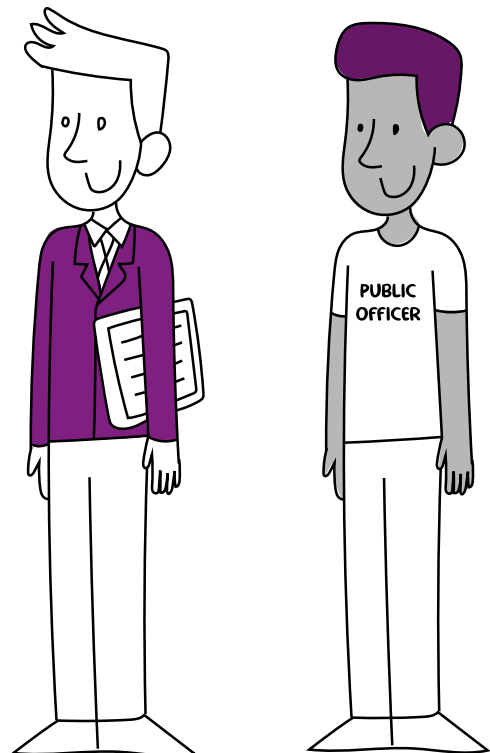
If there are significant concerns a statutory manager may be appointed. In this instance the committee of the association will be removed and the manager appointed to manage the affairs of the association until the concerns are rectified or the association is dissolved.

Compliance

An association is considered to be compliant for the purposes of the Act if:

- the Public Officer is up to date
- any changes to the constitution are lodged and accepted as compliant with the legislation
- the annual financial statements are lodged and accepted within required timeframes
- the Annual General Meeting is scheduled within 5 months of the end of financial year
- there are no known governance issues.

Your association's compliance determines eligibility when applying for funding or grants from Government departments



Legislation that affects your association:

The NT Government Associations Compliance Team administers the following legislation:

- *Associations Act 2003*
- *Associations Regulations 2004*

Quick Summary

The NT Government Associations Compliance team:

- can assist associations to understand their obligations, will assist you to become incorporated, accept the lodgement of the documents and provide guidance towards your constitution
- investigates complaints, provides education, support and training and may recommend the appointment of a statutory manager
- provide advice to other government departments regarding your compliance and financial status.

