



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE PUBLIC OFFICER

ACT Walking for Pleasure Inc. is an association incorporated in the Australian Capital Territory. The association reports to the ACT Government Office of Regulatory Services (ORS).

The public officer is the contact person between ACT Walking for Pleasure Inc. and the ACT Registrar General's Office. It is a requirement by law for all incorporated bodies to have a public officer.

The public officer is the person the ORS will contact to notify the association of legislative requirements, including lodgement of annual returns. Additionally, the ORS may contact the public officer to provide information to the association or to notify changes to legislation or procedures.

It is critical that associations advise the ORS of changes to the public officer of the association as legal notices from the ORS will be sent to the last known public officer. Once the ORS has advised the last known public officer it is taken that the association has been notified. It is an offence under the Act not to notify the ORS of a change to the public officer.

While the public officer may request that his or her personal address be kept confidential he or she must have at least one address available for inspection. This could be the association's address, a post office box or other general address.

The public officer must be at least 18 years of age, must reside in the Australian Capital Territory, must be an office-bearer of the association (Section 4.2(c) of our [Rules of the Association](#)) and is appointed by the committee before the end of the Annual General Meeting.

The Act restricts certain persons from accepting the position of public officer of an incorporated association. These include any person who:

- has been convicted of offences in the promotion, formation or management of a body corporate;
- has been convicted of offences involving fraud or dishonesty punishable by imprisonment of three months or more; or
- is insolvent under administration within the meaning of the Corporations Act.

For convenience the Treasurer may be appointed as the public officer.

If the Treasurer does not reside in the ACT, another Office-Bearer may take on the role of public officer.

Documents: [ORS Q&A for Incorporated Associations](#) see What do I need to report to government?
[ORS Incorporated Associations Practice Manual](#)

Primary duties and responsibilities:

- Complete the annual return for the Registrar-General's Office and attach the original copy of audited accounts. The Registrar-General will inform of the date for this to be done.

Knowledge and skills required: Ideally the public officer is someone who:

- Is aware of the Registrar-General's requirements

Estimated time commitment required:

Approximately 3 hours per year to lodge the required documentation with the ORS.

This information is correct as at September 2018.