

LICENSING, REGULATION AND ALCOHOL STRATEGY

Public Officer: Duties and Responsibilities

Associations Act 2003 ***Section 27, 28, 34, 45 & 118***

Persons considering taking on the role of Public Officers of an incorporated association should acquaint themselves fully with the Act and the Regulations.

The Public Officer:

- may be a member or employee of the association;
- must be resident in the Territory;
- must be over the age of 18 years; and
- subject to the association's constitution, may hold any other office in the association.

The Office of Public Officer of an Incorporated Association is Vacated if the Public Officer:

- he/she dies;
- becomes bankrupt or applies to take the benefit of a law for the relief of bankrupt or insolvent debtors or compounds with his or her creditors;
- becomes of unsound mind;
- resigns office by signed notice to the committee of the association;
- is removed by resolution of the members of the association passed in accordance with its constitution; or
- ceases to be resident in the Territory.

Note: If the office of Public Office becomes vacant, the Management Committee of the association must, within 14 days after the vacancy arises, appoint a person to be the Public Officer (see Public Officer: Appointment or Change of Address form).

The Public Officer:

- is the contact for Licensing, Regulation and Alcohol Strategy and the public when liaising / communicating with the association;

LICENSING, REGULATION AND ALCOHOL STRATEGY

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Katherine
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GPO Box 1154, Darwin, NT 0801
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs
Peter Sitzler Building
67 North Stuart Highway, Alice Springs
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 8452
Fax: 08 8951 8591

- is required to notify the Commissioner's office in writing (see Public Officer: Appointment or Change of Address form) within 14 days of any changes to their contact details occurring;
- is the registered representative of the association, the person whom legal process, notices or documents are served or sent;
- must, together with the other members of the Management Committee, ensure that the association's audited annual accounts are lodged with the Commissioner's office within the prescribed time under the Act;
- should keep a copy of the Constitution and make it available to members on request;
- is required, together with the other members of the Management Committee, to make a register of members available for inspection by members of the association;
- must, together with the other members of the Management Committee, ensure that accurate minutes are recorded and retained; and
- must, together with the other members of the Management Committee, take all reasonable steps to ensure the association complies with the *Associations Act and Regulations*.

Please note all lodgement fees are exempt from GST