

THE PUBLIC OFFICER

Associations Incorporation Act 1981 Section 13, 13A(2), 16(4), 22(3), 28, 30(4), 33A(6)

The Public Officer is the association's main point of contact with Consumer and Business Affairs Victoria. A Public Officer must be at least 18 years old and reside in the State of Victoria.

Unless the rules otherwise provide, a Public Officer may hold any other office in the incorporated association. Upon vacating the position, the Public Officer should pass on all information held on behalf of the association to their successor.



The responsibilities of the Public Officer

1. Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required. [Section 28]
2. Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required. [Section 13A(2)]
3. Within one month **after** the annual general meeting, lodge with the Registrar an *Annual Statement by Public Officer* and other required financial documents with the prescribed fee of \$33. [Section 30(4)]
4. Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required. [Section 16(4)]
5. Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days **after** the alteration was passed by special resolution. An *Application for Alteration of Rules or Purpose* must be lodged with the prescribed fee of \$30. [Section 22(3)]
6. Apply to the Registrar for approval of a change of name within one month **after** passing a special resolution to change the association's name. An *Application for Change of Association Name* must be lodged with the prescribed fee of \$28. [Section 13]
7. Notify the Registrar of special resolution relating to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A *Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up* must be lodged with the prescribed fee of \$30. [Section 33A(6)]

For further information contact Consumer Affairs Victoria

Location: Level 2, 452 Flinders St
Melbourne 3000
Postal address: P.O. Box 4567
Melbourne 3001
Telephone: 1300 361 673
Fax: (03) 9627 6210
Website: www.consumer.vic.gov.au
Business Hours: Mon – Fri, 9am – 4pm

Cheques must be made payable to Business Affairs.
Receipts will only be issued upon request.