



Public Officer Duties

There are 3 major duties to be carried out by the Public Officer:

- Lodge the Annual Return with the ACT Office of Regulatory Services;
- Lodge any changes to the ANPSC Constitution with the ACT Office of Regulatory Services; and
- Lodge changes to Council with the Australian Business Register.

Lodging the Annual Return

- Completed annually within 6 months of the completion of the financial year.
- Need to download and fill in Form AR from Access Canberra.
- Requires details of the committee and a signed declaration from two (2) Executive members and the Public Officer.
- Lodgement needs to be accompanied by the audited Financial Statements which include signatures (including the auditor).

Lodging changes to the ANPSA Constitution

- Completed within 6 months of any changes to the ANPSC Constitution.
- Need to download and fill in Form A8 from Access Canberra.
- Needs to be signed by two (2) Committee members.
- Lodgement has to be accompanied by a document outlining the specific changes to the Constitution as well as a clean copy of the updated Constitution.

Lodging changes with the ATO Australian Business Register

- Completed annually after changes to Council after the AGM.
- Need to login to the ATO Publication Ordering Service at <https://iorder.com.au/publication/main.aspx> and search for Change of Registration Details.
- As of December 2019 the document can only be mailed to you.
- Section E, question 14; and Section F are the critical parts and a separate document will be needed showing details of who is to be removed, and who is to be added. Need the full name, date of birth, and tax file number (if available) of each incoming member of Council (no need to add people already added from the previous AGM).
- PDF and Email the completed documents together with the extract from the Minutes of the AGM when the changes to the executive were made.

Endorsed by ANPS Council on 11 May 2020