

MOUNT GAMBIER VETERAN & VINTAGE CAR CLUB INCORPORATED **GUIDELINES FOR APPOINTED PUBLIC OFFICER**

PREAMBLE: Under the South Australia - Associations Incorporation Act 1985, a Public Officer's Duties are clearly defined. A Government of South Australia, Consumer and Business Services document, the "Public Officer Responsibilities under the Associations Incorporation Act 1985", information is intended to assist the association to understand the role of the public officer. It explains, in general terms, requirements of the Associations Incorporation Act 1985 [the Act]. It also provides suggestions on how common problems might be avoided. It is not intended to be a document offering legal advice and no person should rely on its contents without first obtaining advice from a qualified professional. References to section numbers in the attached brochure correspond to sections of the Act.

ANNUAL LIQUOR LICENCE FEES: There are **NO** annual liquor licence fees payable by the Mount Gambier Veteran & Vintage Car Club Inc. **REFERENCE:** to Part 4 of the Act : Management of internal affairs - Division 2 - accounts and audit of prescribed associations.

NOTE: The **MGVVCC Incorporated** is **NOT** a Prescribed Association. It does not pay fees and or lodge periodic returns. It is deemed an 'ordinary' Association. Incorporation No. 3345.

Particular REFERENCE Division 2 **Part 36 : Lodgement of periodic returns - (2)** the requirements of the regulations in relation to periodic returns and the accounts and other information to be contained in them may vary according to the various classes of associations to which the regulations are expressed to apply **but no such regulation may require the disclosure of the identity of members of the incorporated association. There is no requirement for the Office of Consumer and Business Affairs [OCBA] to be advised of changes to the MGVVCC Incorporated Committee after an AGM when changes to the Officers [on Inc. Committee] may take place. This is an 'internal' requirement only.**

ROLE AND FUNCTION

THE ACT provides that any process, notice or other document can be served on an incorporated association by serving it on its public officer. Most of the forms and returns lodged under the Act must be signed by the public officer. These provisions and requirements mean that the public officer performs an important role as the central contact person for the general public and Consumer and Business Services [CBS].

PUBLIC OFFICER DUTIES – LIQUOR LICENCE REQUIREMENTS

Under the Government of South Australia (LIQUOR Licence No 51301043) "Limited Club" Office of the Liquor and Gambling Commissioner, There is a requirement to **SUBMIT** via an 'Application for Change of Committee for a Limited Club' (*when MGVVCC Incorporated Management Committee membership changes, E.G.. Annual General Meetings or a change to the Officers on the Inc. Management Committee take place such as casual vacancies that occur "resignations" mid term, or Committee members co-opted onto the Inc. Management Committee*) **AND for the Public Officer to ensure that the application and form with the names of the MGVVCC Inc. Management Committee Members is completed and signed off, and forwarded to the Office of the Liquor and Gambling Commissioner (as soon as practical, but within 30 days.)**

PUBLIC OFFICER DUTIES – COMMON SEAL FOR INCORPORATED ASSOCIATIONS

The MGVVCC Inc. has a **COMMON SEAL**. Incorporated Associations' Public Officers usual practice is to keep safe the **COMMON SEAL**. The MGVVCC Inc. legal representation hold the Club's Common Seal. This shall be applied when needed. An ongoing register is kept to record when the **COMMON SEAL** is used on its documentation. [See attached].

MOUNT GAMBIER VETERAN & VINTAGE CAR CLUB INC.
(Incorporation Number 3345)

PUBLIC OFFICER RECORD
REGISTER OF COMMON SEAL USAGE

YEAR 2014 DATE REASON FOR USE SIGNATURE

2015			