

KURRI KURRI BAPTIST CHURCH

Public Officer Role Description

Document 45	
Replace existing document?	Yes
Version:	2.2 Volunteer category added
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.1) Public Officer Role Description. Reviewed and updated by the Governance Body on 30/6/2024 (Version 2.0) Public Officer Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 11/10/2023 (Version 1.0) Public Officer Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	11/10/2023
Last date reviewed:	1/7/2025
Review due date (annual review):	1/7/2026

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Public Officer

Role Description

Represent the Church as its Public Officer on all matters relating to the Australian Tax Office

Responsibilities

- Be the official point of contact and representative of the Church to the Australian Taxation Office (ATO), and the Australian Charities and Not-for-profits Commission (ACNC)
- Be responsible for ensuring the Church meets its responsibilities under the Commonwealth Income Tax Assessment Act 1936
- If the Church fails to meet its obligations the Public Officer may be personally held liable
- Understand the responsibilities involved

Prerequisites and/or skills required

- Church Member
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Must be 18 years or over
- Must be an authorised signatory with the Australian Tax Office

Supported by

- Diaconate, and Church

Term

- The Public Officer shall ordinarily be the Church Treasurer, and is therefore elected and serves as per Deacon/Treasurer

Reporting to

- Church Leadership, and Church
- The Australian Taxation Office (ATO) and Australian Charities and Not-for-profits Commission (ACNC), as according to legislation, and as the need arises

Reporting method and frequency

- As per Treasurer