

KURRI KURRI BAPTIST CHURCH

Public Officer Role Description

Document 45	
Replace existing document?	Yes
Version:	3.0 Links and terminology updated, amendments made to responsibilities, prerequisites, and appointment and term
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.2) Volunteer category added Reviewed and updated by the Governance Body on 1/7/2025 (Version 2.1) Public Officer Role Description.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:	18/8/2026
Last date reviewed:	18/8/2026
Review due date (annual review):	18/8/2027

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

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Role Title

Public Officer

Role Description

Represent the Church as its Public Officer on all matters relating to the Australian Taxation Office (ATO)

Responsibilities

- Be a primary contact of the Church to the ATO, and the Australian Charities and Not-for-profits Commission (ACNC)
- Submit the Annual Information Statement (AIS), update the Responsible People, Governing document, and complete other requirements for the ACNC - <https://www.acnc.gov.au> via the Charity Portal log in
- Update Australian Business Number (ABN) details as required with the Australian Business Register (ABR) - <https://www.abr.gov.au>
- 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 contact person with the ATO

Supported by

- Diaconate, and Church

Appointment and Term

- The Public Officer shall usually be the Treasurer, and is therefore appointed by and from the Deacons

Reporting to

- Church Leadership, and Church
- The ATO and ACNC, as according to legislation, and as the need arises

Reporting method and frequency

- As per Treasurer