**Permaculture Tasmania – Statement of Duties – Public Officer**

**Primary Purpose**

To ensure Permaculture Tasmania complies with the legal and regulatory requirements of an incorporated association under [Associations Incorporation Act 1964](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=64%2B%2B1964%2BAT%40EN%2B20110117130000;histon=;prompt=;rec=;term=), acting as the primary point of contact with Consumer, Building and Occupational Services (CBOS), and safeguarding the association’s statutory obligations.

**Key Duties and Responsibilities**

1. **Legal and Compliance Duties**
	* Act as the official contact for PT with CBOS.
	* Ensure compliance with the **Associations Incorporation Act 1964 (Tas)** and related regulations.
	* Maintain awareness of governance obligations.
2. **Lodgements and Records**
	* Lodge annual returns. [Annual Return for Incorporated Association](https://www.cbos.tas.gov.au/topics/resources-tools/forms-publications-reports/incorporated-associations/forms/annual_return_for_incorporated_association)
	* Notify CBOS of rule changes, new office bearers, or registered address changes - [Changing Incorporated Association Details](https://www.cbos.tas.gov.au/topics/clubs-fundraising/incorporated-associations/changing-incorporated-association-details)
	* Maintain statutory registers and governance records.
	* Safeguard PT’s constitution, policies, and key documents.
3. **Governance and Advice**
	* Advise the committee of compliance obligations.
	* Ensure PT operates within its constitution and stated purposes.
	* Act in the best interests of members, with integrity and impartiality.

**Handover Notes**

Once AGM is completed, the annual report must be completed either by submitting a written form or online (which I found easier). A cost is involved to lodge, but was reimbursed by committee.