

POLICY

Public Officer

POLICY No: 1011

EFFECTIVE: JULY 2012



THE POLICY

The purpose of this policy is to ensure compliance with the Incorporations Act through the appointment and role of the Public Officer for SwimmingSA Inc.

The Approach

As allowed for in the incorporations act the following procedures shall apply to the appointment of a Public Officer for SwimmingSA Inc.

The board of directors of SwimmingSA will ensure an appropriate Public Officer is appointed no more than one month after the SwimmingSA Annual General Meeting.

Adoption of Strategies

The board of directors may appoint (applications may be called for) any of the following categories of members as the Public Officer for SwimmingSA:

- SwimmingSA Director
- SwimmingSA Committee Member
- Parent or Non Swimmer Member of any registered SwimmingSA Club
- Swimmer (Minimum age of 18years) who is an affiliated member of any SwimmingSA Club
- Technical Official who is either an unattached SwimmingSA member or a member of any SwimmingSA Club
- SwimmingSA Staff

In addition to being a current financial member of SwimmingSA the public officer must reside in South Australia. The appointment of the Public Officer for SwimmingSA shall be reviewed annually a maximum of one month after the association's annual general meeting is conducted.

Central Measurement

It is a breach of the Act for an association to be without a Public Officer for a period longer than one month as such SwimmingSA shall ensure that:

- The Public Officer's name and current residential address must at all times be registered with this office.
- If the Public Officer changes his or her residential address, or if the association changes its nominated Public Officer Office of Business and Consumer Affairs shall be notified within one month of the change.
- Where the change being notified is a change of Public Officer, the form must be signed by the new (incoming) Public Officer.
- That each public officer receives a copy of the Public Officer Responsibilities document produced by Consumer and Business Services. This document can be located at: www.cbs.sa.gov.au
- That a public officer does not serve more than five continuous years in the position