



Bicycle Wagga Wagga Inc.

Position Description: Public Officer

Version 1.0

15th January 2026

The objectives of Bicycle Wagga Wagga Inc. are to:

- *promote the enjoyment of cycling for health, friendship, recreation and transport in the community,*
- *promote recognition of cyclists' needs, rights and responsibilities,*
- *promote cycling safety through the education of all road users,*
- *promote improvement of cycling facilities,*
- *increase the number of cyclists,*
- *develop a strong, vibrant organisation.*

Overview

The Public Officer acts as the official point of contact between Bicycle Wagga Wagga Inc and relevant government agencies, ensuring compliance with legal and regulatory requirements in New South Wales and Australia. This volunteer role supports the smooth operation and governance of the association.

Key Responsibilities

- Maintain current records of the association's registered address and notify regulatory bodies of any changes.
- Lodge annual returns and other required documentation with NSW Fair Trading and other authorities as required.
- Ensure the association's constitution and operations comply with the Associations Incorporation Act 2009 (NSW) and other relevant legislation.
- Serve as the primary contact for official correspondence, including legal notices and government communications.
- Safeguard confidential documents and ensure secure record keeping of legal and compliance materials.
- Assist the committee in understanding and meeting their statutory obligations.



Skills and Qualifications

- Strong organisational and communication skills.
- Attention to detail and ability to meet deadlines.
- Understanding of basic governance and compliance requirements for incorporated associations in NSW.
- Ability to work collaboratively within a volunteer committee.

Term and Reporting

The Public Officer is appointed by the committee and holds office in accordance with the association's constitution and NSW legislation. The Public Officer reports to the President and committee of Bicycle Wagga Wagga Inc.

Additional Information

This position is voluntary and may require attendance at committee meetings and engagement with external stakeholders as needed. The Public Officer must be at least 18 years old and ordinarily reside in NSW.